**VOLUME 0 MODEL CONTRACT DOCUMENT FOR MAJOR WORKS AND IMPLEMENTATION REQUIREMENTS**

**SECTION 3 ADVICE NOTES**

**PART 2**

**SA 2/92**

## ASSESSING EQUIVALENCE

### INTRODUCTION

This Advice Note gives guidance on the procedures for the assessment of work, goods and materials proposed by the Contractor as being equivalent to those detailed in the Contract Documents.

### INSTRUCTIONS FOR USE

This is a new document to be incorporated into the Manual.

1. Insert SA2/92 into Volume 0 Section 3

2. Archive this sheet as appropriate

   Note: An index sheet for Volume 0 containing reference to this document is available with SA1/92.

THE DEPARTMENT OF TRANSPORT

THE SCOTTISH OFFICE INDUSTRY DEPARTMENT

THE WELSH OFFICE
Y SWYDDFA GYMREIG

THE DEPARTMENT OF THE ENVIRONMENT FOR NORTHERN IRELAND

# Assessing Equivalence

Summary: This Advice Note gives guidance on the procedures for the assessment of work, goods and materials proposed by the Contractor as being equivalent to those detailed in the Contract Documents.

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above Overseeing Organisations

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## REGISTRATION OF AMENDMENTS

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## VOLUME 0 SECTION 3
## PART 2 SA 2/92

# ASSESSING EQUIVALENCE

**Contents**

Chapter

# 1. INTRODUCTION

1.1 Highway construction work is carried out within the UK framework of legal, administrative and technical requirements. These include inter alia reference to British, European and other Standards, documents within the Manual of Contract Documents for Highway Works (MCHW), certification procedures, quality control testing, inspection procedures and quality assurance schemes. Taken together, these are intended to ensure that the long-term performance of the Works meets the design requirements.

1.2 An important aspect of this process is the need to establish that work, goods and materials offered under the Contract meet the technical requirements including the proper consideration of products put forward by the Contractor as equivalent to those required by the Specification.

**Scope**

1.3 In the context of Clauses 104 and 105 of the SHW (MCHW 1.104 and 1.105), this Advice Note sets out guidance on the evaluation of proposed equivalent work, goods and materials (PEQs) offered by the Contractor purporting to have levels of safety, suitability and fitness for purpose equivalent to those specified in the Contract.

1.4 This Advice Note is not applicable to:

a) a proprietary product either designed or offered by the Contractor, which satisfies a generic performance specification included in the Contract; or

b) a product requiring statutory or Departmental approval/registration submitted directly to the Overseeing Department.

**Implementation**

1.5 This Advice Note and particularly the administrative procedures contained in Chapter 4 should be used for all schemes incorporating the SHW as part of the contract documentation.

# 2. DEFINITIONS AND ABBREVIATIONS

**SHW**

Specification for Highway Works (December 1991 Edition), Volume 1 of the Manual of Contract Documents for Highway Works (MCHW 1).

**CE Mark**

Mark of conformity fixed to materials or products indicating compliance with all relevant New Approach Directives from the EC (including the CPD).

**CPD**

EC Construction Products Directive. (89/106/EEC).

**Project Manager (PM)**

Person appointed by the Overseeing Department as being responsible for the progress of the scheme and for ensuring that design and construction of the Works conforms to current policy and procedures.

**The Engineer**

The person, firm or company appointed from time to time by the Employer and notified in writing to the Contractor to act as Engineer for the purposes of the contract.

**The Contractor**

The person, firm or company whose tender has been accepted by the Employer and includes the Contractor's personal representatives, successors and permitted assigns.

**The Works**

The permanent Works together with the temporary Works to be constructed, completed and maintained in accordance with the Contract.

**The Essential Requirements**

Those requirements, mainly related to safety, which are contained in European Community New Approach Directives. Conformity with these Essential Requirements, where applicable, will entitle a product covered by the Directive to free movement throughout the Community.

**ISO**

International Organisation for Standardisation.

**NACCB**

National Accreditation Council for Certification Bodies.

**NAMAS**

National Measurement Accreditation Service.

**Mutual Recognition Agreement**

Agreement between national testing and certification organisations in separate countries to accept each other's test results and certificates.

**Proposed Equivalent Work, Goods & Materials (PEQs)**

Any work, goods or materials (hereinafter collectively referred to as "products") offered by the Contractor which are subject to a standard, technical specification or a quality assurance scheme claimed to offer levels of safety, suitability and fitness for purpose equivalent to that specified or required in the Contract.

**Official Languages of the EC**

The official languages of the EC are Danish, Dutch, English, French, German, Greek, Italian, Portugese and Spanish.

**Essential Requirements of the CPD**

In the CPD, the Essential Requirements are applicable to the works, though the Directive itself does not lay down that works should comply with them. Products covered by the CPD must have characteristics such that the works in which they are to be incorporated, assembled, applied or installed can, if properly designed and built, satisfy the Essential Requirements when and where such works are subject to regulations (or specifications of a public body) containing such requirements.

# 3. TECHNICAL EVALUATION

**General**

3.1 A careful distinction has to be drawn between products which are offered as equivalent to those specified by virtue of Clause 104 of the SHW (i.e. a PEQ) and those which are simply alternatives. A product offered as a PEQ and accepted by the Engineer as equivalent to that specified is deemed fully to comply with the Specification in accordance with Clause 104. An alternative product does not meet the Specification and its acceptance involves a variation of the Contract. To avoid any misunderstanding the Engineer should confirm to the Contractor his decision as to whether a product offered for incorporation into the Works is to be treated as an equivalent or an alternative. It should be noted that the acceptance of a PEQ will be at the tender rate for the relevant item.

3.2 The Engineer is responsible for determining whether a PEQ offered by the Contractor is fit for the purpose intended when incorporated into the Works. This does not mean that a PEQ must be identical but that it must offer comparable levels of safety, suitability and fitness for purpose. Such comparable levels should not be judged on the basis that the specified product represents a minimum quality in every respect. The PEQ should be assessed to establish whether or not its expected performance is similar to or better than that specified taking into account all relevant characteristics. The evaluation of a PEQ will depend on whether the product is manufactured and/or supplied from within the EC, or whether it is supplied from outside the EC. No presumption of equivalence exists for products supplied from outside the EC.

3.3 A PEQ may conform to a variety of specifications or simply be manufactured to a traditional procedure. Examples of the former include:

European Standards
ISO Standards
National Standards
European Union of Agrément Certificates (UEAtc)
European Technical Approvals
Technical Specifications in use with public authorities

The Engineer in assessing equivalence will need to compare these with the requirements set out in the SHW.

**Supply of Information**

3.4 The Contractor should provide the Engineer with two copies of all the information including valid certificates needed for the evaluation of the PEQ. Where the original documentation is in a language other than English, it should be accompanied by an English translation. The information and certificates should be supplied at least four weeks prior to the PEQ being needed for the works. Where a PEQ is required to have Statutory or Departmental Approval/Registration, this can take a considerable time to evaluate and may not be possible within the timescale of the Contract. The Engineer should inform the Contractor of the likely timescale together with an assessment of whether it is possible to achieve approval within the time available. Estimates of the time needed for various products are given in SD 1 (MCHW 0.2.1).

The information to be supplied should normally include:

- specifications (including relevant standards)
- certificates
- test data
- inspection reports.

3.5 The Engineer may ask for further information if that supplied is insufficient for equivalence to be established. However where a PEQ is supplied from within the EC, the Contractor cannot be expected to provide information which the manufacturer or supplier does not normally have available. In such circumstances the Engineer should approach the Overseeing Department through the PM to ascertain if they have any information which may be helpful. An inability to supply information additional to that given in paragraph 3.4 above is not sufficient grounds for the rejection of a PEQ supplied from within the EC.

3.6 Where the information accompanying a PEQ supplied from within the EC is insufficient and additional information from the Overseeing Department is used for the evaluation, the Engineer if rejecting the PEQ should provide the Contractor with a copy of the information.

**Guidance**

3.7 When assessing a PEQ, the Engineer should consider the implications of its adoption with respect to performance, any cost and delay to the Works, and the need for modifications to the design and/or the testing requirements included in the contract. Compatibility of the PEQ with the existing road design and infrastructure should also be considered. The PM should be consulted where design changes are proposed or required resulting from a submission of a PEQ. Once accepted, the Engineer assumes responsibility for any changes. The Engineer should always provide properly set out and objectively justifiable reasons for the rejection of a PEQ supplied from within the EC.

3.8 Values of specified parameters and the corresponding testing methods for their measurement often vary from country to country. These can give rise to apparent differences in performance which need to be evaluated to establish their significance. Examples of such are chemical composition, mechanical properties, whole life maintenance, and tolerances. The method by which a parameter is measured should be considered when evaluating whether there is a significant difference in its value which may result in a lower level of safety or fitness for purpose. It is also necessary to consider the relationship between parameters; for example, a lower strength may be offset by a greater thickness of material where any resulting increase in weight and/or size would not be critical.

3.9 The assessment of levels of safety, suitability and fitness for purpose is constrained in the context of equivalence so as not to be inconsistent with the Essential Requirements of the CPD. This is because the CPD, which is now in force, makes it unlawful for public purchasers to impede the use of products complying with the provisions of the Directive for the purposes for which they are intended. This means that within the scope of the Essential Requirements, required levels of safety, suitability and fitness for purpose may not exceed what is necessary to ensure that the Works achieve their intended design life.

3.10 Some aspects of the specified product may be outside the scope of the Essential Requirements. Colour or aesthetic requirements are possible examples. It is legitimate to insist that the PEQ provides equivalent performance in these respects provided that the specified aspects are objectively justifiable, which should have been established at the time of preparation of the Contract.

3.11 The Essential Requirements of the CPD are appended to this note at Annex A, and it can be seen that they are written in general terms. It is considered very unlikely that the normal requirements of the Overseeing Department's contract specifications could be held to be inconsistent with these Essential Requirements in respect of safety, suitability and fitness for purpose.

**Standards and Technical Specifications**

3.12 The Engineer should normally accept a PEQ supplied from within the EC which has met the requirements of another national standard of an EC member state for use in similar circumstances, unless that standard sets lower levels of safety, suitability and fitness for purpose than those required. A list of the standardisation institutions of the EC member states is given in Commission Decision 90/230/EEC (Annex B). The factors underlying the Specification and their criticality should be evaluated so far as is practical for each application. If the alternative standard differs from the specified requirement in a way not essential to the purpose of the Specification, it should be considered equivalent in that particular case. Similarly, if the alternative standard addresses the critical factors in a different technical form which nevertheless achieves the same or similar result, it should be considered equivalent. Where the Engineer is unsure which factors are critical, advice should be sought through the PM.

3.13 PEQs may be offered which comply with a technical specification of a public authority in the EC. These must be treated in the same way as a product complying with a standard, providing that the technical specification is current and being used regularly by the public authority, for example as part of a standard works specification. For these purposes, a public authority would normally be considered to be a government department, a local authority or an undertaker with responsibility for highway infrastructure works. Where the Engineer is in doubt, advice should be sought through the PM.

**Innovative Products**

3.14 The CPD provides for the assessment of innovative products for the purposes of affixing the CE mark by means of a European Technical Approval. This is similar to an Agrément certificate already issued in the UK and some other member states. Eventually it will be expected that any innovative product will be accepted only if it has an appropriate European Technical Approval.

3.15 Unfortunately the procedures for manufacturers to obtain European Technical Approvals are not yet fully in place nor is it certain how long it will be before they can be obtained by manufacturers throughout the EC. Until the CPD becomes fully effective in this respect, it is necessary to ensure that innovative products are properly considered and are not rejected simply because they cannot comply with the documentary requirements of Clause 104 of the SHW. The Engineer should therefore seek the advice of the Overseeing Department through the PM before rejecting any innovative product offered as a PEQ.

3.16 Innovative PEQs are to be subjected to the same level of scrutiny for safety, suitability and fitness for purpose as any other PEQ submitted. Manufacturers may have difficulty in demonstrating previous successful uses of such products, and so it is suggested that they approach the Overseeing Department directly for an opinion on the acceptability of their products [see also SD1 (MCHW 0.2.1) paragraph 2.8]. The results of any such submission would be provided to the Engineer when advice is sought from the Overseeing Department. For some innovative products the Overseeing Department may consider that restricted trials are necessary, in which case these will be arranged with the manufacturer in the usual way.

Quality Assurance Schemes

3.17 The Engineer should consider the critical factors which form the basis of the acceptability of the listed scheme when ascertaining whether or not a proposed quality management scheme or product certification scheme is equivalent. The Engineer should check that certification of the proposed schemes has been undertaken by an independent body. The Engineer should check whether the certification body has received accreditation for the schemes. If the certification body has received accreditation from an organisation having a mutual recognition agreement with the NACCB then it should be accepted. If the accreditation is from a body in an EC member state not having a mutual recognition agreement then the presumption should still be acceptance. The Overseeing Department should be contacted through the PM if there is any doubt. If the certification body has no accreditation, then evidence must be provided of its technical and professional competence and independence. This should include the numbers and qualifications of personnel, details of the principal items of test equipment and details of ownership.

3.18 In the case of product certification schemes, equivalence of testing facilities should be checked. The information supplied by the Contractor should show that:

(a) the test houses are independent;
(b) suitable equipment is being used for the tests;
(c) the tests being undertaken are appropriate for the PEQ; and
(d) the sampling frequency gives a similar degree of confidence to the UK scheme.

3.19 Where test reports, inspection reports and certificates originate from testing laboratories, inspection bodies or certification bodies designated for the appropriate tests in accordance with the CPD by other EC Member States, such information should be treated as having the same status as data emanating from NAMAS accredited laboratories and NACCB accredited certification bodies in the UK.

**Testing Required Under the Contract**

3.20 Where a PEQ is accepted, the contract requirements for testing apply except that any testing required should be done in accordance with the standard or technical specification to which the PEQ conforms. If the Engineer has misgivings about the testing requirements of the alternative standard or technical specification, it must be made clear that acceptance of the PEQ is conditional on the undertaking of tests that are not normally applicable to the product. Such tests and their justification must be clearly set out by the Engineer and the acceptance should include the proviso that the Contractor bears their cost.

**Consequential Implications**

3.21 Any consequential effects on design, measurement and cost arising from the acceptance of a PEQ should be fully evaluated and recorded.

3.22 Where the Engineer concludes that design modifications and/or substitute testing is necessary, acceptance of the PEQ should be subject to the proviso that the Contractor bears any consequential increase in costs. This would include the Engineer's design costs. In such an event, the Contractor must be informed accordingly as soon as possible. Additional costs must be real and measurable and as long as the Contractor agrees to bear such costs, should not be used as a means of discouraging the use of or rejecting the PEQ.

**Products supplied from outside the EC**

3.23 Where a PEQ is supplied from outside the EC, its consideration is entirely at the discretion of the Engineer who can reject it without having to give any reasons although in practice reasons are normally given.

3.24 Where the Engineer decides to evaluate such a PEQ, he may demand as much information as necessary in order to determine equivalence.

3.25 If such a PEQ is accepted and testing is required under the contract, this should be undertaken in accordance with the original specification.

# 4. ADMINISTRATIVE PROCEDURES

**General**

4.1 In order to ensure a consistent and logical approach to the evaluation of PEQs and avoid duplication of effort, it is important that the Engineer should keep the PM fully informed of any PEQ's offered under the Contract. Dialogue between the parties should start as soon as a PEQ is submitted and continue until a decision has been made.

**Procedures when reference beyond the PM is not required**

4.2 Where a PEQ is submitted by the Contractor, the Engineer should provide the information shown at Annex C to the PM. Where the PEQ is accepted, the PM should be notified immediately. Where further investigation is necessary, the PM should be kept informed of progress. When a decision has been reached, the PM should copy the information supplied by the Engineer to the co-ordination point for PEQs designated by the Overseeing Department These procedures should be followed in all straight forward cases where reference beyond the PM is not required.

**Procedures when reference beyond the PM is required:**

**(a) Statutory Type Approval (in Northern Ireland Departmental Type Approval applies instead) Departmental Type Approval/Registration**

4.3 Where a PEQ is submitted by the Contractor for which Statutory Type Approval, Departmental Type Approval or Registration is required, the Engineer should provide the information shown at Annex D to the PM who should then forward a copy to the appropriate approval authority designated by the Overseeing Department [see SD1 (MCHW 0.2.1) Annex A]. A PEQ in these categories must have such approval before it can be incorporated into the Works. The appropriate approval authority designated by the Overseeing Department will inform the PM when the PEQ has received the required approval or been rejected. The PM in turn should inform the Engineer.

**(b) Innovative Products**

4.4 Where an innovative product is offered as a PEQ, the Engineer should provide the information shown at Annex D to the PM who should then forward a copy to the co-ordination point for PEQs designated by the Overseeing Department who will evaluate the PEQ and inform the PM whether the PEQ is acceptable or not. The PM in turn should inform the Engineer.

**(c) Traditional Procedures of Manufacture**

4.5 Where a PEQ is submitted that does not directly comply with any technical specification or design standard, but is manufactured to a traditional procedure, the Engineer should provide the information shown at Annex D to the PM. The PM should then forward a copy to the co-ordination point for PEQs designated by the Overseeing Department who will evaluate the PEQ and inform the PM whether the PEQ is acceptable or not. The PM in turn should inform the Engineer.

# 5. REFERENCES

5.1 Manual of Contract Documents for Highway Works:

Volume 0: Model Contract Document for Major Works and Implementation Requirements:

Section 2 Implementing Standards

SD 1 Implementation of the Specification for Highway Works and Notes for Guidance (MCHW 0.2.1).

Volume 1 : Specification for Highway Works (December 1991): HMSO (MCHW 1).

Volume 2 : Notes for Guidance on the Specification for Highway Works (December 1991): HMSO (MCHW 2).

5.2 European Council Directive 89/106/EEC: (known as "The Construction Products Directive"): OJEC: February 1989.

5.3 European Council Commission Decision 90/230/EEC amending the lists of standardisation institutions set out in the Annex to Council Directive 83/189/EEC.

# 6. ENQUIRIES

All technical enquiries or comments on this Advice Note should be sent in writing as appropriate to:-

Head of Engineering Policy and Programme Division
The Department of Transport
St Christopher House
Southwark Street
London SE1 0TE

J A KERMAN
Head of Engineering Policy and
Programme Division

The Deputy Chief Engineer
Scottish Office Industry Department
New St Andrews House
Edinburgh
EH1 3TA

J INNES
Deputy Chief Engineer

Head of Roads Engineering (Construction) Division
Welsh Office
Y Swyddfa Gymreig
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Ty Glas Road
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Cardiff CF4 5PL

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# ESSENTIAL REQUIREMENTS OF THE CPD

The products must be suitable for construction works which (as a whole and in their separate parts) are fit for their intended use, account being taken of economy, and in this connection satisfy the following essential requirements where the works are subject to regulation containing such requirements. Such requirements must, subject to normal maintenance, be satisfied for an economically reasonable working life. The requirements generally concern actions which are foreseeable.

**Mechanical resistance and stability**

The construction works must be designed and built in such a way that the loadings that are liable to act on it during its construction and use will not lead to any of the following:-

a. collapse of the whole or part of the work;
b. major deformations to an inadmissible degree;
c. damage to other parts of the works or to fittings or installed equipment as a result of major deformation of the load-bearing construction;
d. damage by an event to an extent disproportionate to the original cause.

**Safety in case of fire**

The construction works must be designed and built in such a way that in the event of an outbreak of fire:

- the load bearing capacity of the construction can be assumed for a specific period of time;
- the generation and spread of fire and smoke within the works are limited;
- the spread of the fire to neighbouring construction works is limited;
- occupants can leave the works or be rescued by other means;
- the safety of rescue teams is taken into consideration.

**Hygiene, health and the environment**

The construction work must be designed and built in such a way that it will not be a threat to the hygiene or health of the occupants or neighbours, in particular as a result of any of the following:

- giving off of toxic gas;
- the presence of dangerous particles or gasses in the air;
- the emission of dangerous radiation;
- pollution or poisoning of the water or soil;
- faulty elimination of waste water, smoke, solid or liquid wastes;
- the presence of damp in parts of the works or on surfaces within the works.

**Safety in use**

The construction work must be designed and built in such a way that it does not present unacceptable risks of accidents in service or in operation such as slipping, falling, collision, burns, electrocution, injury from explosion.

**Protection against noise**

The construction works must be designed and built in such a way that noise perceived by the occupants or people nearby is kept down to a level that will not threaten their health and will allow them to sleep, rest and work in satisfactory conditions.

**Energy economy and heat retention**

The construction works and its heating, cooling and ventilation installations must be designed and built in such a way that the amount of energy required in use shall be low, having regard to the climatic conditions of the location and the occupants.

# STANDARDS INSTITUTIONS OF EC MEMBER STATES

1. AENOR (Spain):
Asociación Española de Normalización y Certificación
C/Fernández de la Hoz, no 52
E-28010 Madrid

2. AFNOR (France):
Association française de normalisation
Tour Europe - Cedex 7
F-92080 Paris La Défense

UTE (France)
Union technique de l'électricité (UTE)
Cedex 64
F-92052 Paris La Défense

3. BSI (United Kingdom)
British Standards Institution
2 Park Street
UK-London W1A 2BS

BEC (United Kingdom)
British Electrotechnical Committee
British Standards Institution
2 Park Street
UK-London W1A 2BS

4. DS (Denmark)
Dansk Standardiseringsråd
Aurehøjvej 12
Postboks 77
DK-2900 Hellerup 12

DEK (Denmark)
Dansk Elektroteknisk Komité (DEK)
Strangade, 36 st
DK-1401 København K

5. DIN (Germany)
DIN Deutsches Institut für Normung eV
Burggrafenstrasse 6
Postfach 1107
D-1000 Berlin 30

DKE (Germany)
Deusche Elektrotechnische Kommission im DIN und VDE (DKE)
Stresemannallee 15
D-6000 Frankfurt am Main 70

6. ELOT (Greece)
Hellenic Organization for Standardization (ELOT)
Acharnon St, 313
GR-11145 Athens

7. IBN/BIN (Belgium)
Institut belge de normalisation (IBN)
Belgisch Instituut voor Normalisatie (BIN)
29, avenue de la Brabançonne
Brabançonnelaan
B-1040 Bruxelles/Brussels

CEB/BEC (Belgium)
Comité electrotechnique Belge (CEB)
Belgisch Elektrotechnisch Comité (BEC)
3 Galerie Revenstein, boîte 11
3 Ravensteingalerij, bus 11
B-1000 Bruxelles/Brussel

8. IPQ (Portugal)
Instituto Português da Qualidade
Rua José Estêvao, 83 A
P-1199 Lisboa Codex

9. ITM (Luxemburg)
Inspection du travail et des mines
26, rue Zithe - BP 27
L-2010 Luxembourg

Service de l'Énergie de l'Êtat
34 avenue Marie-Thérèse
BP 10
L-2010 Luxembourg

10. NSAI (Ireland)
National Standards Authority of Ireland
Glasnevin
IRL - Dublin 9

ETCI (Ireland)
Electro-Technical Council of Ireland (ETCI)
National Standards Authority of Ireland
Glasnevin
IRL-Dublin 9

11. NNI (Netherlands)
Nederlands Normalisatie Instituut
Postbus 5059
NL-2600 GB Delft

NEC (Netherlands)
Nederlands Elektrotechnisch Comité (NEC)
Kalfjeslaan 2
Postbus 5059
NL-2600 AA Delft

12. UNI (Italy)
Ente Nazionale italiano di unificazione
Piazza Armado Diaz 2
1-20123 Milano

CEI (Italy)
Comitato Elettrotecnico Italiano (CEI)
Viale Monza 259
I-20126 Milano

13. CEN
Comité Européen de normalisation
2 rue Bréderode, boîte 5
B-1000 Bruxelles

CENELEC
Comité Européen de normalisation électro-technique
2 rue Bréderode, boîte 5
B-1000 Bruxelles

# EVALUATION OF PEQ

In straightforward cases where further advice from the approval authority or the co-ordination point for PEQs designated by the Overseeing Department is not required.

1. Name of Contract

2. Description of PEQ

3. Intended use in the Works

4. Supporting data (details of manufacturing standard, specification, test certificates, test data, inspection reports)

5. SHW clause or contract requirement to which PEQ applies

6. Intended action:

   (a) accept (add any conditions to acceptance)
   (b) further investigation
   (c) reject

7. Justification for decision including comparison between standards, specifications etc.

8. Substitute routine testing required

9. Consequential effects on:

   (a) design
   (b) cost
   (Give full details)

**Note: When a decision has been reached, the PM should copy the above information, supplied by the Engineer, to the co-ordination point for PEQs designated by the Overseeing Department for record purposes.**

# EVALUATION OF PEQ

**In cases where**
**(a) Approval/registration required or**
**(b) Innovative product proposed or**
**(c) PEQ manufactured to a traditional procedure**

1. Category of PEQ: (a) Approval/Registration required. If so, indicate requirement:

   Statutory Type Approval
   Departmental Type Approval
   Departmental Registration

   (b) Innovative Product proposed

   (c) PEQ manufactured to a traditional procedure

2. Name of Contract

3. Description of PEQ

4. Intended use in the Works

5. Supporting data (details of manufacturing standard, specification, test certificates, test data, inspection reports)

6. SHW clause or contract requirement to which PEQ applies

7. Consequential effects on:

   (a) design
   (b) cost
   (Give full details)

8. Time before PEQ needed for use in the Works

9. Any recommendations/comments

**Note:The PM should submit the above information, supplied by the Engineer, to the approval authority or to the co-ordination point for PEQ's designated by the Overseeing Department as appropriate.**