

NTG Technical Records

Part 4 – APRODOCS

Requirements for Tender Deliverables

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Acronyms	Full form
APRO	Agency Purchase Requisitions Online (Tender Lodgement System owned by CAPS)
APRODOCS	APRODOCS - Technical Drawing endorsement process of APRO managed by the Technical Records Unit
CAD	Computer Aided Design
CAPS	Contract And Procurement Services
NTG	Northern Territory Government
PDF	Portable Document Format
PM	NTG Project Manager or Project Officer
DCDD	Department of Corporate and Digital Development
RFQ	Request for Quotation
RFT	Request for Tender
TDO	Tenders Documents Online
TRU	Technical Records Unit

FOR FURTHER INFORMATION, PLEASE CONTACT / EMAIL:

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1. Overview and Function

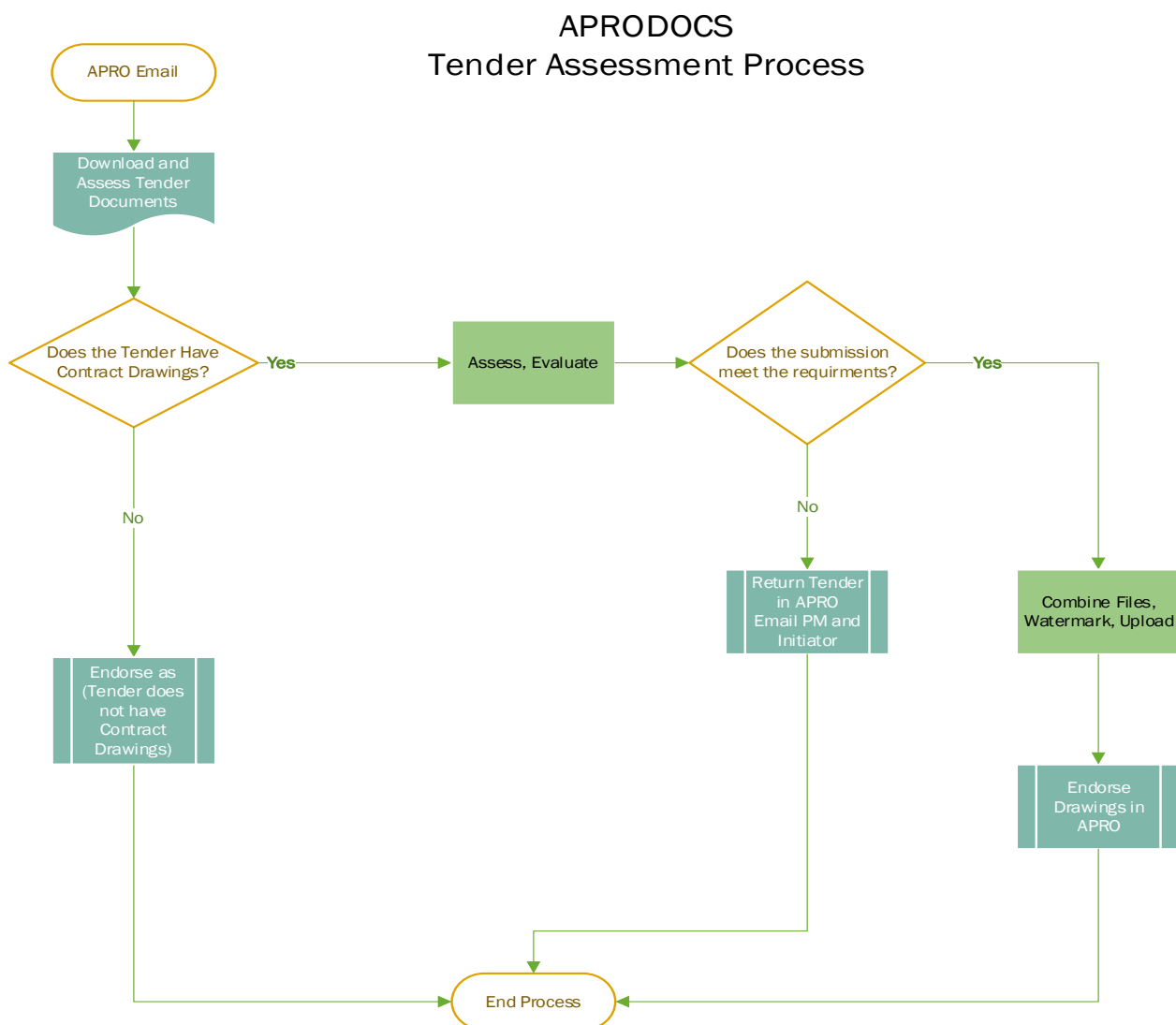
This document is a guide for all users submitting a tender through the Contract and Procurement Services (CAPS) Agency Purchase Requisitions Online (APRO) system with drawings. APRODOCS is a process undertaken by the Technical Records Unit on behalf of CAPS to enforce CAPS contractual requirements.

Once the Initiator has loaded the information and documents into APRO, APRODOCS is the first step in the APRO procurement process.

Tender documents are loaded into the CAPS APRO system by either the Project Manager or a Project Administrator. When received, APRODOCS checks the NTG Contract Drawings contained within the tender against the; "SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT" within the RFT/RFQ. The drawings are then:

- in most cases, combined into a single, multi-page PDF file,
- watermarked with the tender number and number of sheets,
- reloaded back into APRO and formally endorsed,
- ready for the next stage in the APRO assessment process by others.

Fig 1.0 Process Flow Chart



2. Documentation Requirements

2.1. General Requirements

- Tender documents will not be assessed unless lodged into the APRO system.
- APRODOCS will only assess **Contract Drawings** in a tender not general documents or drawings for information.

There are two main deliverable components for every APRO tender containing contract drawings,

The RFT/RFQ SCHEDULE OF DRAWINGS INCLUDED IN CONTRACT and,
PDF Files (<50MB in size for each individual file loaded).

(CAD Files may also be included if the Tender is a Design & Document type).

2.2. Drawing Schedule

The Schedule of Drawings included in the Contract table has three fields formatted by CAPS and generated within TDO. These fields must be complete and should be accurate to be contractually compliant.

- **DRAWING NO.** - Official NTG Drawing Number as issued by Technical Records Unit
- **AMEND NO.** - Amendment Numbers must match the NTG Title Block in the drawing
- **DRAWING TITLE** - Drawing Title sourced from the completed NTG Title Block in the drawing

2.3. PDF Files - Deliverable Requirements

Type:

Multipage by Discipline extension, “.pdf”. PDF Files (<50MB in size for each individual file loaded)

Quality:

It is critical that the PDF files are of a high quality and clearly readable. PDF files should be printed directly from the CAD file. The files submitted to the NTG Project Manager for tender, will generally be used to construct from and must be readable when printed.

Text:

- When printed at A3 the text height must be a **minimum** of 1.8mm as measured.
- Compliance check: print a drawing in A3 @ 600dpi and manually measure the height of the text on paper.

Layers:

When printing, where possible, include the CAD layers as a vector print. This reduces the file sizes and improves the quality of the PDF. If the PDF has selectable layers this is acceptable.

Images:

600dpi, clear Images, embedded inside the PDF files.

3. The APRODOCS Assessment Process

There are three main steps that APRODOCS carry out as part of the endorsement process,

1. Download RFQ/RFT from the APRO System,
2. RFT/RFQ Assessment,
3. Collate / Compile Drawings and Endorsement.

3.1. Download RFT/RFQ from the APRO System

- APRODOCS receives an email from APRO with the request to assess and endorse a tender.
- A link is provided to access the tender information and files.
- APRODOCS downloads all drawings and the RFT/RFQ related to the tender.

3.2. RFT / RFQ Assessment

APRODOCS carries out the following steps in the RFT/RFQ assessment process:

- Compare the Contract Drawings to the Schedule of Drawings included in Contract,
- Verify that the tender number is current and has not been previously used,
- Verify that the details in the RFT or RFQ match those in APRO,
- Verify Asset Number [ASNEX Asset](#)
- Verify Tender Number
- Verify NTG Project Number [ASNEX Project Search](#)
- Check Provision Schedules [Schedule of Drawings Requirements](#)

3.2.1 Drawing File Assessment

APRODOCS assesses the PDF Drawings for the following criteria;

- File format,
- Content, no obvious blank spaces and quality.

For Contract Drawings APRODOCS ensures that the;

- Title Block is complete and correct,
- Amendment Number is 0 (zero),
- Amendment Description is "Contract Drawing",
- Verifies Drawing Number set [Technical Records Search](#)
- Verifies Asset Number [ASNEX Asset](#)
- Verifies NTG Project Number [ASNEX Project Search](#)

Note: The action of the Project Manager uploading or instructing another officer to upload the RFT and Drawings signifies that the tender has been checked for compliance and it is ready for APRODOCS assessment.

3.2.2 Returned Tender (non-compliant)

Should the submission not meet the requirements the tender will be returned.

- An email is sent to the Project Manager and the Project Administrator with a brief explanation of the reason for the non-compliance,
- A brief explanation is lodged in the APRO System.

3.3. Collate/Compile Drawings and Endorsement

When the submission meets requirements the tender can be endorsed.

APRODOCS will combine the PDF Drawings and name the file.

Eg. Schedule of Drawings (Contract Drawings) (eg. T21-12345 – 25 Contract Drawings.pdf)

In some cases, for clarity and at our discretion, a Tender may involve more than one Works location. The Contract Drawings may be compiled into separate PDF's per location. (The separate Contract Drawings may also contain duplicate drawings that may be used for each location).

(Eg. T21-12345 – Site A - 25 Contract Drawings.pdf, T21-12345 – Site B - 12 Contract Drawings.pdf)

APRODOCS then endorses the tender in the APRO System where it is then sent on for further endorsement and approvals by others.

At this point, Technical Records Unit shall request the CAD Files for the archive as per the [Part 1 Requirement](#). (PM's should send the corresponding CAD files to Technical Records at their earliest convenience.)

4. Drawings not endorsed by APRODOCS

4.1. Drawings for Information Only

Drawings for information do not require endorsement by APRODOCS. These drawings will not be checked. APRODOCS assumes that the Project Manager has deemed these to be suitable for the intent and requirements of the Tender.

4.2. CAD Files

CAD files do not require endorsement by APRODOCS. APRODOCS assumes that the Project Manager has deemed these to be suitable for the intent and requirements of the Tender.

Note: As CAD files are master files, they can be altered. PDF files are created from their corresponding CAD files, and the practice of including CAD files in a tender is discouraged unless they form part of the specific scope requirement. For example, Design / Document type Tenders may usually require the source CAD files for development and final documentation.