

## TRANSMITTAL MEMORANDUM 20-02

To: Division of Structural Design Staff  
Division of Materials  
Division of Construction  
Design Consultants

From: John Moore  
Acting Director  
Division of Structural Design

Date: September 2, 2020

Subject: Shop Plan Submission and Distribution

Because of recent confusion on the process, this memo is sent to reiterate the procedure required for the review and distribution of all shop plans.

There are currently only two approved processes; the normal KYTC Project Process and the Bridging KY process used **only** for Bridging KY projects.

For the normal KYTC Project Process the following steps shall be followed:

1. Fabricators shall submit all required shop plans, by e-mail, to the DOSD's Shop Plan Coordinator or the design consultant for review.
2. Designers will make review comments on these electronic submissions as needed and return them to the fabricator.
3. Upon reconciliation of the designers comments, files shall be returned to the designer.
4. Each sheet will be electronically stamped by the designer and plans will be forwarded by email to the DOSD's Shop Plan Coordinator for distribution.
5. **Only plans submitted directly to the Shop Plan Coordinator will be distributed and only plans containing both the "DISTRIBUTED BY THE DIVISION OF STRUCTURAL DESIGN" and the Designer Review Stamp are to be used for fabrication.**

For all Bridging KY projects, the following steps shall be followed:

1. Fabricators shall submit all required shop plans, by email, to the shop plan email address denoted within the plans.

2. Designers will make review comments on these electronic submissions as needed and return them to the fabricator.
3. Upon reconciliation of the designers comments, files shall be returned to the designer.
4. Each sheet shall be electronically stamped by the designer and plans will be forwarded by email to the shop plan email address stated within the plans.
5. **Reviewed plans submitted to this address will be distributed by the Bridging KY Shop Plan Coordinator. Only plans submitted directly to the email address stated within the plans will be distributed and only plans containing both the "DISTRIBUTED BY BRIDGING KY" and the Designer Review Stamp are to be used for fabrication.**

These are the only two approved shop plan processes for KYTC projects. The final distribution made by the Shop Plan Coordinator sends the double stamped shop plans to all required parties at the same time. Any changes to shop plans after final distribution are to go through the entire review and distribution process again.

These processes are in place to reduce confusion, reduce chances for errors, and ensure that the final fabricated product matches the archived/distributed set of shop plans. Absolutely no project is cleared for fabrication without a double stamped set of shop plans.

JM/CVZ/JVZ