

ENGINEERING SUBMITTAL REVIEW

Document Control starts the applicable **Engineering Review Workflow(s)** which sends an email notification to the Engineer. The Engineer will review the Submittal and provide the **Response** and then **Pass** the workflow.

To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Engineering Submittal Review](#)

[Provide a Response](#)

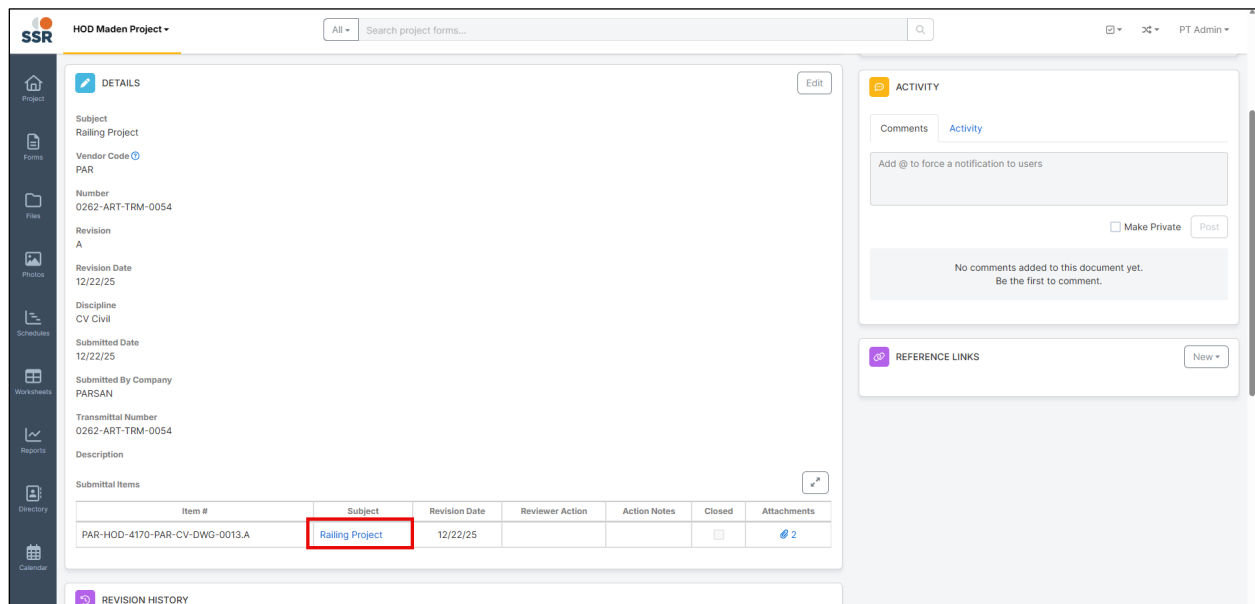
[Return to SSR](#)

[Additional Resources](#)

ENGINEERING SUBMITTAL REVIEW

The email notification for the Engineering Review Workflow will contain a link that directs you to the Submittal Package. There will be one or more Items in the Package that need to be reviewed and responded to.

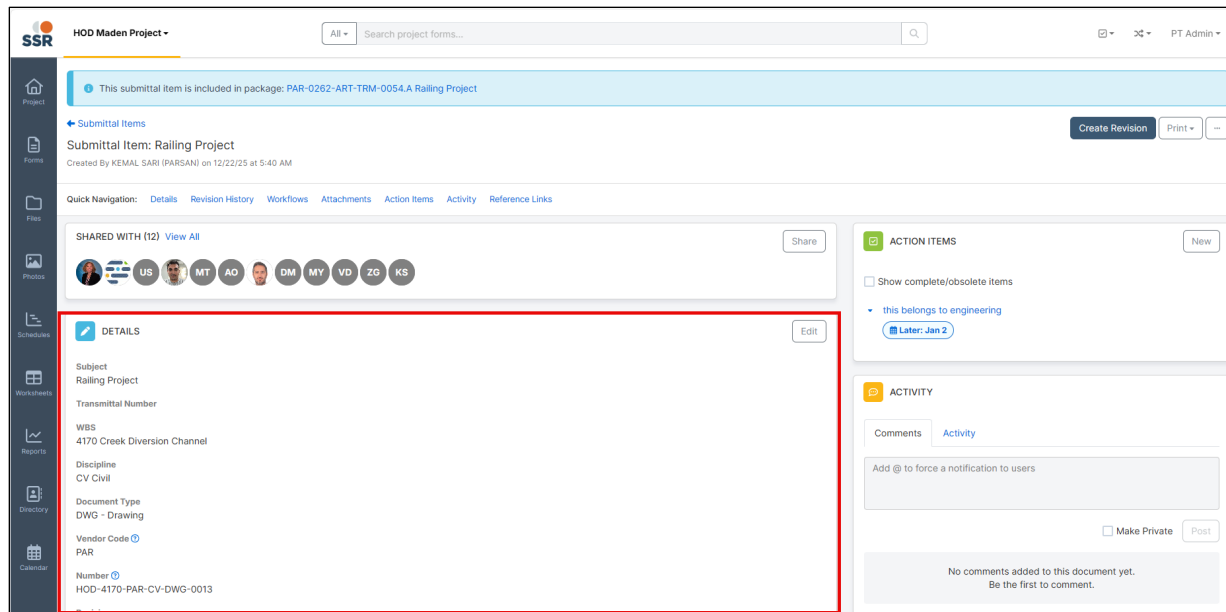
- 1) With the Package open, click on the Subject of first Item in the **Submittal Item** collection.



The screenshot shows the ProjectTeam interface for the 'HOD Maden Project'. The 'DETAILS' tab is selected, showing project information such as Subject (Railing Project), Vendor Code (PAR), Number (0262-ART-TRM-0054), Revision (A), Revision Date (12/22/25), Discipline (CV Civil), Submitted Date (12/22/25), Submitted By Company (PARSAN), Transmittal Number (0262-ART-TRM-0054), and Description. Below this, the 'Submittal Items' table is displayed with one item: PAR-HOD-4170-PAR-CV-DWG-0013.A, with the subject 'Railing Project' highlighted. The 'ACTIVITY' tab on the right shows a 'Comments' section with a text input field and a 'Post' button. Below this, there is a 'REFERENCE LINKS' section with a 'New' button.

Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
PAR-HOD-4170-PAR-CV-DWG-0013.A	Railing Project	12/22/25				2

- 2) Review the **Details** of the Item.



Submittal Item: Railing Project
Created By KEMAL SARI (PARSAH) on 12/22/25 at 5:40 AM

Quick Navigation: Details Revision History Workflows Attachments Action Items Activity Reference Links

SHARED WITH (12) View All

DETAILS

Subject
Railing Project

Transmittal Number

WBS
4170 Creek Diversion Channel

Discipline
CV Civil

Document Type
DWG - Drawing

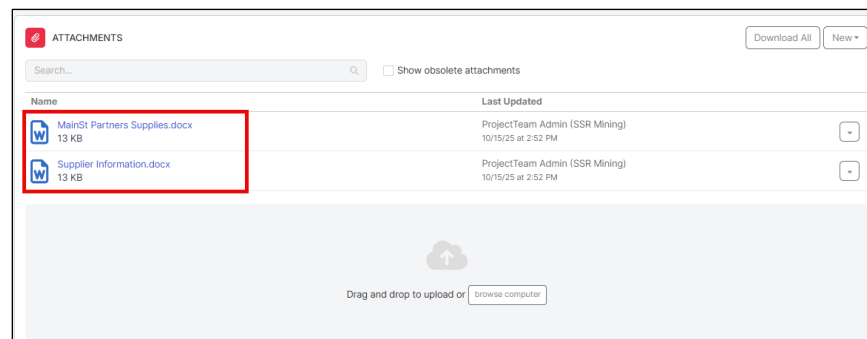
Vendor Code
PAR

Number
HOD-4170-PAR-CV-DWG-0013

ATTACHMENTS

Name	Last Updated
MainSt Partners Supplies.docx 13 KB	ProjectTeam Admin (SSR Mining) 10/15/25 at 2:52 PM
Supplier Information.docx 13 KB	ProjectTeam Admin (SSR Mining) 10/15/25 at 2:52 PM

- 3) Scroll to the bottom and open and review the attached supporting documents(s). Make markups, as needed. **See [Add markup annotations to a file](#) for additional help.



ATTACHMENTS

Search...

☐ Show obsolete attachments

Name	Last Updated
MainSt Partners Supplies.docx 13 KB	ProjectTeam Admin (SSR Mining) 10/15/25 at 2:52 PM
Supplier Information.docx 13 KB	ProjectTeam Admin (SSR Mining) 10/15/25 at 2:52 PM

Drag and drop to upload or [browse computer](#)

PROVIDE A RESPONSE

- 4) Click **Edit** at the top of the Details panel.
- 5) Complete the **Reviewer Section** fields at the bottom of the page.
- If no resubmittal is required, check the **Closed** box.



REVIEWER SECTION

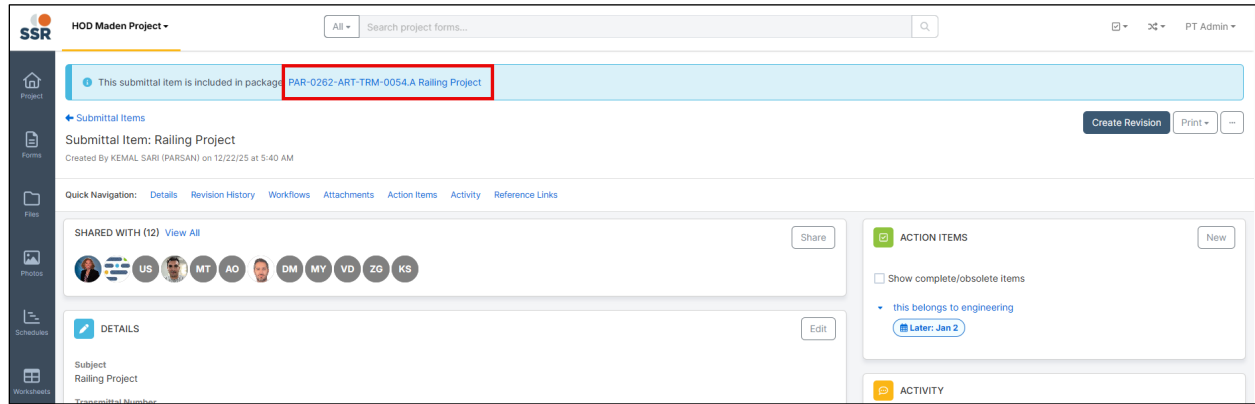
Enter the Reviewer Response below.

Reviewer Action

Action Notes

☐ Closed

- 6) **Save** the record.
- 7) Use the link at the top of the **Item** to return to the **Package**.

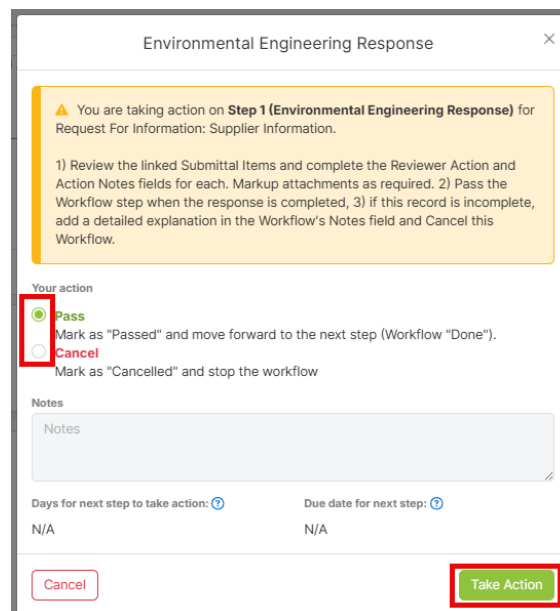


The screenshot shows the SSR project interface. At the top, a notification bar states: "This submittal item is included in package: PAR-0262-ART-TRM-0054.A Railing Project". Below this, the "Submittal Items" section displays "Submittal Item: Railing Project" created by KEMAL SARİ (PARISAN) on 12/22/25 at 5:40 AM. The "Quick Navigation" bar includes links for Details, Revision History, Workflows, Attachments, Action Items, Activity, and Reference Links. The "SHARED WITH (12)" section shows a list of users. The "DETAILS" section shows the subject "Railing Project" and the transmittal number. The "ACTION ITEMS" section shows a task "this belongs to engineering" with a due date of "Later: Jan 2". The "ACTIVITY" section is also visible.

- 8) Repeat **steps 1-8** for each Item in the Package.

RETURN TO SSR

- 9) Click **Take Action** from the top of the Package form or from the Workflow panel of the Package.
- 10) Select **Pass**.
- 11) Provide Notes, as needed.
- 12) **Take Action**.



The screenshot shows the "Environmental Engineering Response" dialog box. It contains a warning message: "You are taking action on Step 1 (Environmental Engineering Response) for Request For Information: Supplier Information." Below this, instructions are provided: "1) Review the linked Submittal Items and complete the Reviewer Action and Action Notes fields for each. Markup attachments as required. 2) Pass the Workflow step when the response is completed, 3) If this record is incomplete, add a detailed explanation in the Workflow's Notes field and Cancel this Workflow." The "Your action" section shows two options: "Pass" (selected) and "Cancel". The "Notes" section has a text input field. The "Days for next step to take action" and "Due date for next step" are both set to "N/A". At the bottom, there are "Cancel" and "Take Action" buttons.

RELATED RESOURCES

Help Pages:

- [Viewing files and attachments](#)
- [Add markup annotations to a file](#)