



Shop Drawings, Samples & Submittal Management

Fee: \$500 + HST

This online learning course was developed by the Toronto Construction Association (TCA) and The Construction Institute of Canada (TCIC) for professionals in the construction industry. Whether you are an owner's representative in the role of project manager or administrator, intern architect or engineer, project coordinator, site superintendent, subcontractor, or supplier, understanding how to effectively manage shop drawings, samples, and submittals is essential for ensuring quality and compliance throughout the construction process.

This comprehensive course provides in-depth knowledge and practical tools for managing submittals efficiently at every stage of a project. Participants will learn to establish submission guidelines, streamline workflows, implement quality control measures, and understand how submittals are addressed within key standard contract documents.

By mastering the processes of documentation control, review, and communication, you will enhance coordination between project stakeholders and contribute to the successful and timely completion of your projects.

Course Structure:

This 7-week, 6-module e-learning course is organized as follows:

Module 1 – Overview

- Introduction to shop drawings, samples, and submittals
- Role in construction and project delivery
- Examples and applications

Module 2 – Shop Drawings and Samples

- Purpose, types, and preparation of shop drawings
- Review process and quality control
- Common challenges and effective solutions

Module 3 – Submittal Management in Construction Projects

- Importance of submittal management
- Procedures, tracking, and control systems
- Digital tools for submittal management

Module 4 – Best Practices for Submittals, Shop Drawings, and Samples

- Coordination among project stakeholders
- Quality assurance and compliance
- Strategies for efficient documentation flow



Shop Drawings, Samples & Submittal Management

Fee: \$500 + HST

Module 5 – Common Pitfalls and How to Avoid Them

- Incomplete or inaccurate submissions
- Communication barriers and delays
- Templates, sample forms, and continuous improvement

Module 6 – Shop Drawing Procedures in Standard Construction Contracts

- Review of key contract documents including:
 - CCDC Master Specification – Division 01
 - CCDC-2 Stipulated Price Contract
 - CCA-1 Stipulated Price Subcontract
 - CCDC-5A and CCDC-5B Construction Management Contracts
 - CCDC-14 Design-Build Stipulated Price Contract
 - CCDC-17 Trade Contractor Contract for Construction Management Projects

Week 7 – Final Examination

Learning Outcomes:

Upon successful completion of this course, participants will be able to:

- Establish clear submission guidelines to meet project requirements.
- Utilize centralized tracking systems to improve submittal workflows.
- Identify and mitigate common issues that cause delays or rework.
- Implement effective quality assurance checks for compliance.
- Understand the shop drawing and submittal processes as articulated in standard construction contracts.

Course Evaluation and Grading:

Quizzes (Modules 1–6): 60% of final grade (10% per module)

Final Examination: 40% of final grade

Passing Grade: 60%

Delivery Method:

This course is delivered entirely online through self-paced modules, including:

- Interactive lessons and presentations
- Self-study materials and resources



Shop Drawings, Samples & Submittal Management

Fee: \$500 + HST

- Quizzes and final examination

Participants will access all course content, resources, and instructions through the TCIC course website. You can complete the course at your own pace within a 7-week timeframe.

Who Should Attend:

- Owner Representatives
- Project Managers and Coordinators
- Intern Engineers and Architects
- Contract Administrators
- Site Superintendents and Construction Managers
- Subcontractors
- Estimators

Certification:

This course is Gold Seal Certified (6 credits)