


CONTRACTOR'S WARNING OF INFRACTION REPORT

 <u>Record ID</u>	<u>Number</u>	<u>Area</u> CONTRACTOR'S WARNING OF INFRACTION REPORT	Area name
<u>Contract No.</u>	<u>Number</u>	<u>Highway No.</u>	<u>Number</u>
<u>Location</u>	<u>Contract name/description</u>		
<u>Contractor</u>	<u>Contractor name</u>		
Report Date	<u>Ministry</u> <u>Date</u> of <u>Transportation</u> <u>report</u>		

CONTRACTOR: _____ CONTRACT NO.: _____

REGION: _____ HWY NO: _____ LOCATION: _____

INSTRUCTIONS

TO REGION THE MINISTRY:

- The Warning of Infraction ~~is to~~must include the following components:
 - Description of subject activity of the Contractor, ~~date~~Date and ~~location~~Location.
 - ~~What is the~~Which Contract clause(s) is violated, as applicable?
 - When did the Contractor violate the clause(s)?
 - Explanation of how the subject activity is contrary to contract requirements.
 - ~~Photographs with descriptions, if available~~
 - List of previous verbal warnings or/and written warnings and to whom it ~~was~~ given (attach copies as applicable).
 - Explanation of any corrective action taken by the Contractor to modify their operations, as applicable.
 - Cost description of the impact of subject conduct, if applicable and if known.
 - Attach copies of Contractor written responses to prior notices, if applicable.
 - Statement of whether the matter constituted a reportable event to a governing ~~/~~
/regulatory authority including: any corresponding ministry (i.e., labour, health,

environmental etc.), federal agency (i.e., fisheries, etc.), Conservation Authorities, or other governing ~~/~~regulating ~~authority~~authorities (attach a copy of the incident report from the governing/regulatory authority, if applicable).

2. Present the completed form to the Contractor's senior site representative.
3. Send a copy to the Contractor's corporate office.
4. ~~Send copy of this~~ Upload the Warning of Infraction Report onto Contract Management System (CMS)
5. Send a copy electronically to the Secretary, Qualification Committee at qualificationcommittee@ontario.ca. qualificationcommittee@ontario.ca.

TO THE CONTRACTOR:

Unless corrective action is taken, the ~~ministry~~ministry will issue an Infraction Report, which will be assessed by the Qualification Committee and may have an impact on the Contractor's access to MTO contracts. The Contractor is encouraged to act immediately and contact the ~~ministry's~~ministry's on-site representative to arrange for a meeting to discuss this matter.

Prepared by: _____ Title: _____
_____ Date: _____

~~Regional/Office Manager:~~ _____ ~~Date:~~ _____

~~Date Presented to Contractor:~~ _____

Head (Construction/Operational Services):
_____ Date: _____
