

Ontario  CONSULTANT'S ENGINEERING SERVICE PROVIDER WARNING OF INFRACTION REPORT

Ministry of Transportation

SERVICE PROVIDER: _____ ASSIGNMENT NO.: _____

REGION: _____ HWY NO: _____ LOCATION: _____

<u>Record ID</u>	<u>Number</u>	<u>Area</u>	<u>Area name</u>
<u>Assignment No.</u>	<u>Number</u>	<u>Highway No.</u>	<u>Number</u>
<u>Location</u>	<u>Contract name/description</u>		
<u>Service Provider</u>	<u>Consultant's name</u>		
<u>Report Date</u>	<u>Date of report</u>		

INSTRUCTIONS

TO REGION THE MINISTRY:

- The Warning of Infraction ~~is to~~must include the following components:
 - Description of subject activity of the ~~Engineering~~ Service Provider, ~~date~~Date and ~~location~~Location.
 - What is the Assignment term and condition/clause(s) violated, as applicable?
 - When did the Service Provider violate the Assignment term and condition/clause(s)?
 - Explanation of how the subject activity is contrary to contract requirements.
 - List of previous verbal warnings ~~or~~and/or written warnings and to whom it was ~~it~~ given (attach copies as applicable).
 - Explanation of any corrective action taken by the Service Provider to modify their operations, as applicable.
 - Cost description of the impact of subject conduct, if applicable and if known.
 - Attach copies of the Service Provider's 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 authorities (attach a copy of the incident report from the governing/regulatory authority, if applicable).

2. Present the completed form to the Service Provider's Key Contact listed in RAQS and the Project Manager.
3. Send a copy to the Service Provider's corporate office.
- ~~4.~~ 4. Upload the Warning of Infraction Report onto Contract Management System (CMS)
- ~~5.~~ Send ~~copy of this warning of infraction report~~ a copy electronically to the Secretary, Qualification Committee at qualificationcommittee@ontario.ca.
5. When requested by the Service Provider, hold a meeting to discuss the Warning ~~of~~ Infraction Report.

TO THE SERVICE PROVIDER:

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 Service Provider's qualification rating. The Service Provider is encouraged to act immediately and contact the MTO's Project Manager/Agreement Administrator to arrange for a meeting to discuss this matter.

Prepared by: _____ Title: _____ Date: _____

~~Office Manager:~~ _____ ~~Date:~~ _____

~~Date Presented to Service Provider:~~ _____

~~Head (Construction/Operational Services/Engineering Project Delivery/Engineering Specialty):~~

_____ ~~Date:~~ _____