ENGINEERING QUESTION HANDOFFS / 01

CONNECT QUESTIONS TO SOURCE RECORDS

Use neutral project and question labels. Record what you want explained, not a technical conclusion.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Question A: client decision needing engineering input / intended recipient role

Question A: existing record reference / source role / date or version

Question A: missing or conflicting information / clarification needed from the engineer

Question B: client decision needing engineering input / intended recipient role

Question B: existing record reference / source role / date or version

Question B: missing or conflicting information / clarification needed from the engineer

Preparation only. Not assessment, design, calculations, construction, safety, code or legal instructions; no approval to proceed. Keep addresses and private drawings out.

ENGINEERING QUESTION HANDOFFS / 02

MAP THE PROPOSED ENGINEERING OUTPUT

Reuse Question A and B. The engineer defines the investigation and output after professional review.

Question A: proposed investigation / scope reference / items outside the engagement

Question A: engineer-described unresolved input or assumption / clarification owner

Question A: proposed output and version label / intended use and recipient role

Question B: proposed investigation / scope reference / items outside the engagement

Question B: engineer-described unresolved input or assumption / clarification owner

Question B: proposed output and version label / intended use and recipient role

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ENGINEERING QUESTION HANDOFFS / 03

KEEP CHANGES ATTACHED TO THE QUESTION

Tick what is clear, then record a changed input. Receipt is not technical acceptance or approval.

- [ ] Each question identifies a client decision
- [ ] Existing records have source and version references
- [ ] Unknown information remains assigned to professional review
- [ ] Proposed investigation and exclusions are written down
- [ ] Each output has an intended use and recipient role
- [ ] Revision work and site involvement have clear scope boundaries
- [ ] Changed inputs stay linked to their original question
- [ ] Original professional records and approvals remain separate

Question label / changed input and new version / sent-to role / response still needed

Engineer response reference / affected output / revised deliverable reference

Recipient role / transmission reference / receipt confirmation / unresolved handoff

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ENGINEERING QUESTION HANDOFFS / 04

QUESTIONS FOR THE ENGINEER

Use these prompts with the same question and record labels when comparing professional scopes.

Decision: what additional private context do you need to address each question?

Records: which versions will you use, and how will conflicting information be resolved?

Investigation: what is included, excluded or still unknown?

Output: what will you deliver for each question, with what stated limits and intended use?

Coordination: what revisions, recipient discussions and site involvement are included?

Change: how will an updated input be linked to your response and revised output?

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ENGINEERING QUESTION HANDOFFS / 05

COMPARE THE SAME QUESTION AND OUTPUT

Use Engineer A and B in each box. Compare written responsibilities as well as the proposed output.

Engineer A / Engineer B / discussion dates / common question and record references

Investigation boundaries, unresolved inputs and exclusions - A / B

Outputs, intended recipients, coordination and separately scoped work - A / B

Revision process, delivery references, receipt confirmation and follow-up owner - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Structural Engineering request. Describe the project question and desired professional input without sharing private drawings, so participating pros can compete with proposals. Compare scope, outputs, coordination, timing and follow-up. Professional assessment may be needed.

One request. Every pro's best offer.

Start a request

Participation varies. A private records review and professional assessment may be needed before a final engineering proposal.

Planning guide: https://www.pickyourpro.ai/services/structural-engineering

NSPE: Prime Professional policy (official reference)

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