

Appendix B: Example QA Checklist



Discipline _____ Level Of Completion _____
 Date _____ Task/Discipline Manager _____
 Document Title & Task Order No. _____

QUALITY AUDIT DOCUMENTATION FORM¹

SR 520 Project Team(s)

- Communications Corridor Design–Eastside Corridor Design–Westside
- Environmental–Eastside Environmental–Pontoon Environmental–Westside
- Noise Wall Program Pontoon Construction Program Management
- Transportation Planning

Document Type(s)

- Studies and Reports Design Calculations Plan Sheets
- Quantities Cost Estimates Technical Specifications
- Checklists Other _____

Discipline(s)

- Program Management Hydraulics Utilities
- Communications Structures Geotechnical
- Environmental Traffic / ITS / Illumin. Landscape / Aesthetics
- Roadway / Highway Right Of Way Other _____

Quality Audit Checklist

	Y	N	N/A
Quality Control Documentation Form Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check Print w/Comments (Text-Heavy Document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp of Check Print dated w/initials (Calcs, Sheets, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment Resolution Form Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Corrected Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Track Comments (Original Draft to Final Document)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Checklists Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correlation between Calculations and Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Pass Resubmit

Signed: _____
 Quality Manager Date

¹ Original Form to be filed with QC Document Set and Final Corrected Document in Project File. One (1) copy must accompany transmittal form for Project Deliverable submittal to obtain Program Engineering Manager approval.