

The use of color is very important during the checking and “mark-up” process of the quality control program. The color code provides a visual, auditable document trail.

The colors used in document review and checking are as follows:

- RED** Additions or Corrections to documents
- GREEN** Deletions and items that are to be removed from the documents
- YELLOW** Highlight for verification/concurrence of items or verification of updates and deletions from mark-ups
- BLUE, PINK** Concurrence of drafted items or verification of updates and deletions from mark-ups

It is imperative that every item checked receives the appropriate color code – yellow highlight; red, green, blue or pink marks. This provides an auditable document, and assures the designer and PE signee that each item was checked in accordance with the QA/QC process. This may make sense on big projects but auditable trail is there if you have amarkedup set with initials.

The document color code procedure can be summarized as follows.

COLOR	PURPOSE	RESPONSIBLE PARTY
BLACK	Calculations, text or line work (checkprint documents)	Originator
RED	Additions/Corrections to checkprint document	Checker
GREEN	Deletions to checkprint document	Checker
YELLOW	Concurrence of checked items	Checker/Rechecker
BLUE/ PINK	Concurrence or Incorporation	Drafter, Updater
	Reviewer notes	Reviewer
	Responses to review comments	Updater

Quality Control Color Code Example

Originate Document/Checkprint: [Originator/Designer]	<i>Calculations, text or line work to be checked</i> (not red, green, yellow, blue or pink)
Check Document: [Checker]	<i>Yellow highlight for correct items:</i> Seattle Slip 1 Overhead Loading <i>Red for additions or corrections:</i> Seattle Slip 2 OHL Overhead Loading <i>Green for deletions:</i> Revise the Plans and Special Provisions
Backcheck Document: [Designer]	<i>Blue or Pink check mark for concurrence:</i> Seattle Slip 2 OHL ✓ Overhead Loading Revise the Plans and ✓ Special Provisions
Update Document: [Designer]	<i>Blue or Pink encirclement when updated:</i>  Seattle Slip 2 OHL ✓ Overhead Loading Revise the Plans and ✓ Special Provisions
Recheck Document: [Checker]	<i>Yellow over red and green to indicate incorporation of change:</i>  Seattle Slip 2 OHL ✓ Overhead Loading  Revise the Plans and ✓ Special Provisions
