

Quality Control Roles, Procedures, and Color Coding

1. ORIGINATOR

- Post draft deliverable on SharePoint with correct naming convention.
- Have Tech Editor format document, as well as remove all edification marks.
- Optional* - conduct any Interdisciplinary Reviews w/ other task teams.
- Optional* - conduct any Over-the-Shoulder Reviews w/ stakeholders. Clarify w/ stakeholders that this document is pre-draft OTS and not for distribution.
- Update draft deliverable.
- Create **PDF Check-Copy** for review (or other approved review format).
- Initiate the QC Review Form, fill out top portion.
- Email **Reviewer** the link to Check-Copy and QC Review Form, to start QC review process.

2. REVIEWER *(cannot be Originator)* *(consultants must have a resume on file with QC Team confirming qualified in this discipline)*

- Create Bluebeam review session (or other approved review format).
- Review Check-Copy in Bluebeam, check for conformance with scope and accuracy.
- Highlight items that are correct with **YELLOW highlighter**.
- Line out incorrect items in **RED** and show correction in **RED**.
- Write comments in **BLUE** and draw a **BLUE cloud** around your comments.
- Complete the appropriate QC Checklist.
- Fill out the QC Form, attesting to your review complies with the Quality Management Plan.
- Email **Backchecker** the link to Bluebeam Check-Copy and QC Review Form, for backchecking.

3. BACKCHECKER *(can be Originator)*

- Review **Reviewer's** comments in Bluebeam and place **GREEN Checkmark** near the Reviewer's remarks to indicate agreement with the change.
- Strike-through red marks and insert **GREEN "STET"** if negotiation with Reviewer results in that the change is not required.
- Strike-through red marks and insert **GREEN** revision if negotiation with Reviewer results in that a different change is required.
- Write comments in **GREEN** and draw a **GREEN cloud** around your comments.
- Fill out the QC Form, attesting to your backcheck complies with the Quality Management Plan.
- Email **Updater** the link to Bluebeam Check-Copy and QC Review Form, for updating.



