

CHAPTER 1E - QUALITY CONTROL

SECTION 1E-1-INTRODUCTION

A primary emphasis must be placed on providing high quality in the development of roadway plans. In the design process, the Project Manager is responsible for the project design and compilation of the plan assembly and also decides when plans have been developed to the point that Quality Reviews are to be made. The Program Manager is both responsible and accountable for the quality of all of the projects under his/her management.

Section 1E-3 of this Chapter includes **instructions on the use of the*** Quality Control Checklist to be used as a "tool" to facilitate the process of maintaining high quality plans during the design process. The appropriate Section Manager and Program Manager will complete the checklist review at various stages. It is required that the Project Manager maintain a current copy of this checklist in each project file for checking appropriate stages in the project development process. This checklist is available as form [LD-436](#).

SECTION 1E-2-PROCESS

PROJECT SELECTION

Quality Control Reviews will be conducted on all projects.

PROCESS

The current process for quality control is to review the project via the quality checklist at the various stages of project development. The checklist insures that we are following the current project development recommendations and completing task at the proper stages.

* Rev. 1/06

SECTION 1E-3-CHECKLIST

Five columns are available for the five different time frames during which an overall review of the plan assembly should be conducted: Preliminary Field Inspection, Public Hearing, Field Inspection, Right of Way, and Advertisement.

Not all items have a line to check for all five time frames. That indicates that the information would not typically be available for review at that stage of development. As the Project Manager approaches a particular targeted review, he/she should check off the items on the checklist as they are completed.

In order for this checklist to serve as a "useful tool" to make your job easier, it also includes references to sections in the Road Design Manual and the Instructional and Informational Memoranda where supportive instructions on developing the particular item in the checklist may be found. These references should not be considered "all-inclusive", since there are always various references within Department directives relative to similar guidelines and instructions (i.e. reference may be to a particular IIM, when in fact you could also find information in the Road and Bridge Specifications as well as in the Drainage Manual).

The Checklist has been divided into different categories of sheets, which reference sections in the Road Design Manual and/or Instructional and Informational Memoranda.

This checklist will be updated from time to time. Make sure that you have the most current version at each appropriate time frame by comparing the revision date with those on the Forms website. As new instructions are issued, you may want to add to the checklist until the Quality Management*, Assurance and Compliance (QMAC) Section can update the checklist (typically on an annual basis).

The following link [HTTP://WWW.EXTRANET.VDOT.STATE.VA.US/FORMS/](http://www.extranet.vdot.state.va.us/forms/) will access the Forms website. Copies should be made directly from the most current revisions of these sheets and kept in the project file for completion at various stages of project development.

* Rev. 7/06