

**New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE**

QUALITY MANAGEMENT SERVICES

Manager: Brian Strizki

Telephone: (609) 530-6363

CAN No. CAN023

Approved: B. Strizki
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Bureau(s) Affected: Division of Project Management
All Design Consultant
In-House Design/QA Units

Description of Problem(s):

There are several reported instances where design consultants are performing their designs based on outdated publications. Two recent examples are that one designer is using the 1990 *AASHTO – A Policy on Geometric Design of Highways and Streets* instead of the 1994 version, and another designer is using the 5th edition of the *Institute of Transportation Engineers Trip Generation* manual instead of the 6th edition.

Corrective Action Plan:

According to *Section 6.5 Project Specific Requirements* of the *NJDOT Procedures Manual*, all designers are required to indicate in their Project Specific Quality Assurance Plan (PSQAP) a list of all current and applicable standards to which that project is being designed. In order to address this issue for projects which are in Design Development, but which pre-dated the requirement for a PSQAP, the Project Manager is to request that the designer submits, in writing, a list of all the applicable standards to which each project is being designed. The designer shall further verify that these standards are the proper ones to be used.

When designers utilize current design standards, the Department will be assured that the safest and most appropriate elements are being applied to our roadway system.

Implementation: Effective Immediately