

***New Jersey Department of Transportation***

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



***Baseline Document Change Announcement***

**Procedures Manual, Subsections 6.1 and 6.2**

**BDC99PR-006**

**May 19, 2000**

**MEMORANDUM**

**Baseline Document Change**

**Subject: Revisions to Procedures Manual, Subsections 6.1 and 6.2, Quality Assurance Checklists and Procedures for Quality Assurance Evaluations and Quality Assurance Reviews**

Subsection 6.1 of the Procedures Manual has been revised to include new QA Checklists for Initial and Final Design Submissions and QA Checklist Certification. Subsection 6.2 has been revised to include the Procedures for Quality Assurance Evaluations and Quality Assurance Reviews. These sections have also been revised to reflect the design development and submission requirement revisions to Sections 3 and 4 of the Procedures Manual which will be issued separately under BDC99PR-008. To incorporate these changes, replace the following pages:

Replace **Pages 6.1-1 through 6.1-11** with **New 6.1-1 through 6.1-34**  
Replace **Pages 6.2-1 through 6.2-24** with **New 6.2-1 through 6.2-7**

A summary of the changes is as follows:

**Subsection 6.1.1, Submission Guidelines**

Remove existing subsection text and refer to Subsection 6.2 and Section 4.

**Subsection 6.1.6, Quality Assurance Checklists and Certification**

Add new Section and add Quality Assurance Checklists for Initial and Final Design Submissions and Certification form.

**Attachment 1 – Quality Assurance Checklist for Initial Design Submission**

New QA Checklist.

**Attachment 2 – Quality Assurance Checklist for Final Design Submission**

New QA Checklist.

**Attachment 3 – Quality Assurance Checklist Certification**

New form.

**6.2, Quality Assurance Procedure for Design**

Revise entire section and add Procedures for Quality Assurance Evaluations and Quality Assurance Reviews.

## **Instructions to Designers**

These revisions shall be included in all Department projects which are scheduled for Initial Design Submission after May 30, 2000.

CAN014, dated January 4, 1999, CAN018, dated March 30, 1999, and CAN020, dated May 21, 1999, are hereby superseded.

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Fax: (609) 530-6626

### **Recommended By:**

Original Signed  
Brian Strizki  
Manager,  
Quality Management Services

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### **Approved By:**

Original Signed  
W. Dennis Keck  
Assistant Commissioner,  
Capital Program Management