

New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE

QUALITY MANAGEMENT SERVICES

Manager: Brian Strizki

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CAN No. CAN016

Approved: B. Strizki
Date: March 10, 1999

Bureau(s) Affected: Construction, Project Management

Description of Problem(s):

The process for setting up and conducting design visits to construction projects that are between 70 and 90 percent complete was established by Corrective Action Notice CAN012. At times, Bureaus whose input would have been beneficial to these meetings were not represented.

In order for these meetings to be effective, it is important that there be proper representation from the appropriate Departmental units. Also, it is helpful for the representatives in attendance to be aware of the items which represent major issues to be discussed at the meeting.

Corrective Action Plan:

In order to help Managers better direct the notice of the meeting and ensure that the proper representatives be in attendance at these meetings and are prepared to discuss the issues at hand, Item No. 2 of the procedure accompanying CAN012 has been revised. The revisions to this item are also based upon comments received from Bureaus within CPM. Item No. 2 is revised as follows with the specific changes italicized and underscored:

2. The Project Manager for the identified project will contact the Resident Engineer to schedule a meeting at the construction field office. The Project Manager will be responsible for contacting the appropriate design representatives who will attend the meeting. A two week notice with agenda should be provided to these representatives. In general, the agenda should identify issues regarding the contract documents that had an impact on (both positive and negative) the project's cost, schedule, quality, and safety. This should include but not be limited to the specific functional units of the following:

The agenda referred to above can be obtained in conjunction with the Resident Engineer. These revisions have already been included in the Baseline Document Change Request for this procedure which is currently being processed for inclusion into the Procedures Manual. Other modifications will also be made to ensure that the procedure reflects the current organizational structure of the Department.

Implementation: *EFFECTIVE IMMEDIATELY*