

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

QUALITY MANAGEMENT SERVICES

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Approved: Lynn Rich

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Subject: New Review Comment Requirements

Bureau(s) Affected: All Design Consultants
In-House Design/QA Review Units
Division of Design Services
Division of Project Management
Division of Project Planning Development

Description of Issue(s): The Department has created a set of Review Comment Requirements in order to ensure that all comments will be substantiated.

Corrective Action Plan:

In an effort to reduce review comments, contentious comment resolutions, and provide appropriate guidance to Designers the following review guidelines will be implemented immediately:

1. A comment must not be made without the specific document or manual being referenced. For example, a comment about horizontal geometry should cite the criteria (page and chapter) that are not being followed. This will provide a reference source that the Designer can refer to for clarification.
2. Comments must not question a Designer's presentation or engineering judgment without the reason why the presentation/engineering judgment is unacceptable.
3. Review memorandums to Quality Assurance (QA) will only be accepted from the Subject Matter Expert's (SME's) Managers. This will ensure that the Managers have checked their SME's comments for adherence to these guidelines and only pass on necessary comments.
4. Comments must be primarily based on whether an item/method can be bid and/or built as per the Department's Manuals or Standard Specifications.
5. Appropriate engineering judgment as to standards & cost impacts should be made if an area of expertise does not fit the above guidelines. However #3 above still applies.

Implementation:

Immediate for all projects that have not reached PS&E submission, and have not completed Activity 3015 (Finalize Jurisdiction Limit Maps & Agreements).