

## Document Checking Process

The Document QC Check is a thorough review of a completed document to verify that the document is correct. The document QC checker should be an independent, third-party reviewer with technical expertise relevant to the project scope. While the Project Manager and Engineer of Record should also always conduct a review of the project, the official QC checker shall be someone other than the Project Manager or Engineer of Record on the project.

The documentation of a Document QC Check is 1) the color-coded, original, marked-up document developed during the checking process and any review forms which sequentially list documents and associated comments; and 2) the appropriate check print stamp with signatures of the personnel involved in the checking process.

Each document will be marked in color according to the QC Document Mark-up Color Code, an example of which is provided on the following page. Comparative calculations may be made with a comparison of the final results explained.

### Document Checking Procedure:

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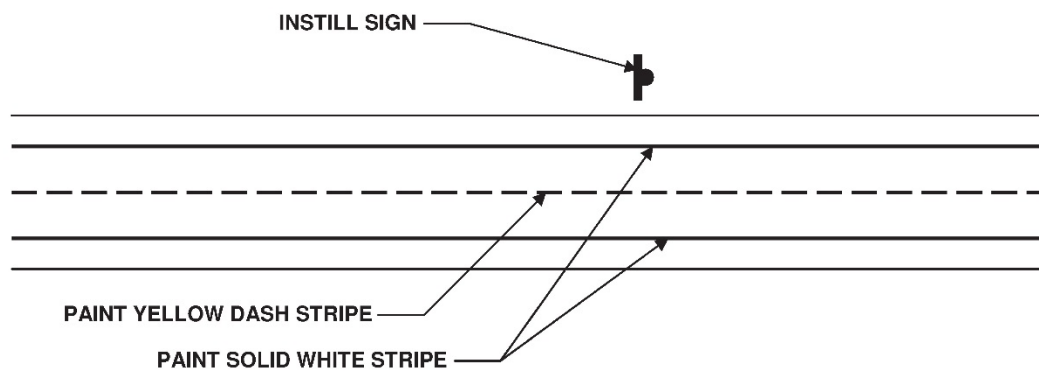
1. Project drawings, specification, calculations, cost estimates, and reports will be internally reviewed using the sequence defined in the Quality Control Plan (QCP).
2. The assigned checker will utilize all checklists and procedures identified in the QCP and begin the checking process by making corrections in red, comments in blue, and applying yellow highlight to individual items that are correct or indicate the entire document is correct. At the completion of the checking of the documents, the checker will complete entries on the check print stamp.
3. The assigned back-checker will continue the review process by applying green check marks to indicate concurrence with the red notations. If, after conferring with the checker, it is determined certain corrections should not be made, then a green mark will be made to strike-thru the red notations. At the completion of the checking of the documents, the back-checker will complete entries on the check print stamp. The back-checker should be the Engineer of Record or Project Manager.
4. Once all corrections are noted, corrections will be made by the comment addressor with a blue highlight, applied as each correction is completed.
5. A new copy of the corrected document will then be made and given to the verifier along with the original marked-up document. The verifier will verify corrections have been made and mark each correction in yellow on the original marked-up document. If any corrections have not been made, the original marked-up document will be used to communicate the additional modifications needed. For the case when a red notation was voided by a green mark, a green circle will be made when it is verified that no change was made. At the completion of the checking of the documents, the verifier will complete entries on the check print stamp. The verifier can be the original checker or the Project Manager.

## QC Document Mark-up Color Code

Examples indicating the process for marking up the check prints illustrating the various use of colors are as follows:

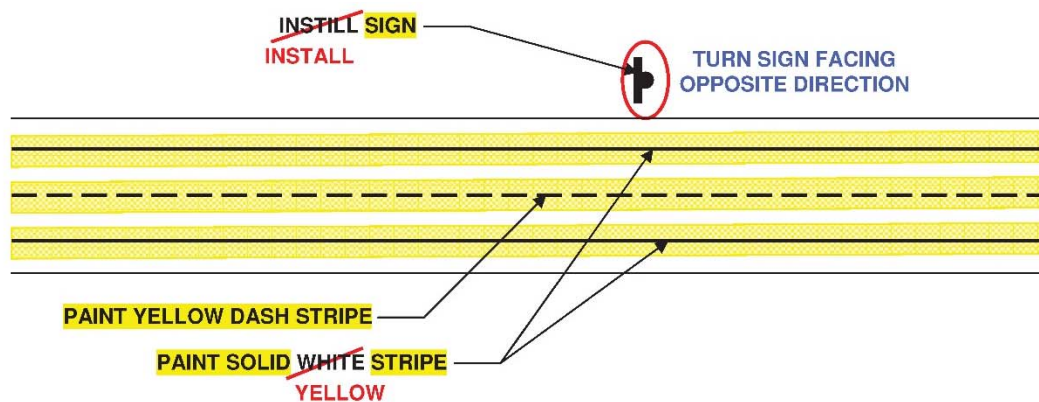
## 1. Originator

- ▶ Typed text, plotted drawing, copies of calculations.



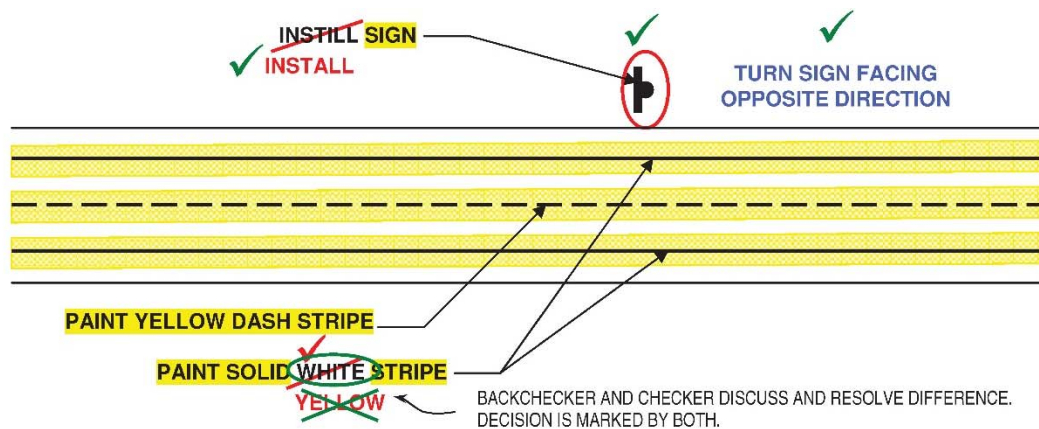
## 2. Checker

- ▶ Yellow highlight for correct.
- ▶ Red for corrections and additions or changes.
- ▶ Blue for comments.



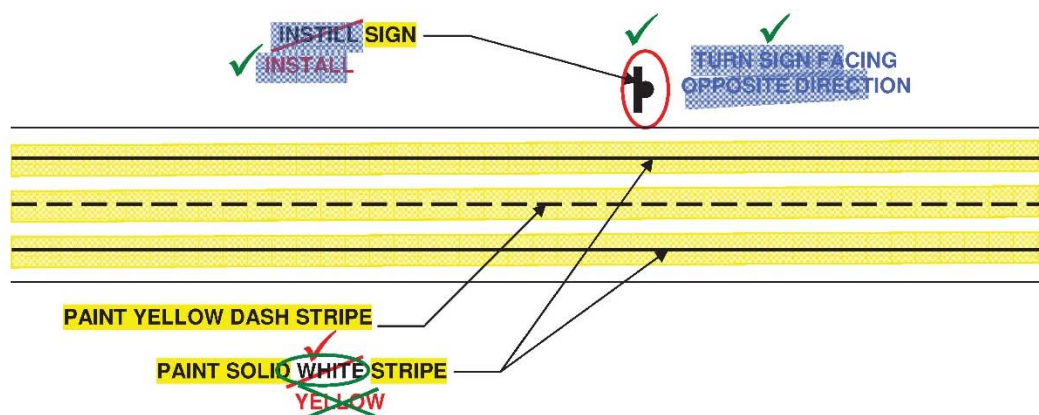
### 3. Back-Checker

- ▶ Green check mark for agreement.
- ▶ Green markup for disagreements.



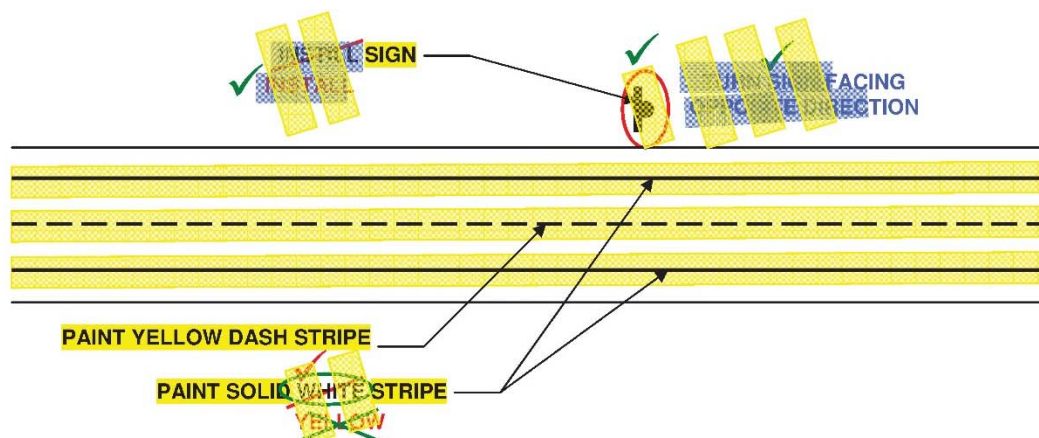
## 4. Correction

- Highlight corrections in blue.



## 5. Verification

- Highlights in yellow over the blue.



## Design

ALLIANCE TRANSPORTATION GROUP, INC.

# QA/QC CHECK PRINTS

## Check

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# QA/QC CHECK PRINTS

## Backcheck

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# QA/QC CHECK PRINTS

**Correct**

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# QA/QC CHECK PRINTS

## Verify

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**QA/QC CHECK PRINTS**

DATE: 8/31/15

DRAWN: Smith DATE: 8/31/15

CHECKED: Jones DATE: 9/01/15

BACKCHECKED: Owens DATE: 9/02/15

CORRECTED: Adams DATE: 9/03/15

VERIFIED: Davis DATE: 9/04/15