



QA/QC Procedure for Engineering Projects

July 12, 2024

INTENT

This procedure is intended to establish a method to reducing potential mistakes by creating the following process and requirements.

PROCEDURE

1. Quality Control Person (QCP) will be from Quality Control Pool and be determined by Project Manager & Executive for each project. The Professional Engineer (PE) may be the QCP on projects if approved by Executive.
2. QCP shall be invited to kickoff meeting. Project Coordinator will assist in inviting the QCP to kick off meeting.
3. PM will include QCP on schedule in Unanet
4. Project Manager & QCP will determine level of involvement the Quality Control person will have during kickoff meeting based on complexity of project
 - a. Designs, plans, reports, studies, specifications and deliverables (as applicable) shall be reviewed at the following intervals at a minimum:
 - i. Noncomplex Projects
 1. 30% Completion by Project Engineer (PE)
 2. 60% Completion by PE
 3. 90% Completion by PE & QCP
 - ii. Complex Projects
 1. 30% Completion by Project Engineer
 2. 60% Completion by PE & QCP
 3. 90% Completion by PE & QCP
 - b. QCP review does not replace the PE review, but is in addition to it.
5. Quantities for bid forms shall be checked by a second person.
6. QCP shall sign review form and provide with review comments for designer to save in project files.
7. Professional's seal shall not be applied to documents until they are final.

Quality Control Pool

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|-----------------|-------------------|
| • John Linn | • Tim Drews |
| • Brad Mosness | • Jason Marquardt |
| • Chad Knip | • Corey Kadow |
| • Daryl Knip | • Dan Dombos |
| • Bill Etzler | • Jeff Heald |
| • Roger Nawrot | • Mike Morphe |
| • Chip Thompson | |