

30 % ENGINEERING QA/QC Review

Project No.: _____

Project Name: _____

Project Manager: _____

Reviewer: _____

Date: _____

GENERAL REVIEW / ALL SHEETS

	YES	NO	N/A	COMMENTS
Survey completed topographic QA checklist with surface elevation review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the project been scoped with ADA ramps and utility replacement identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm utilities provided match GIS and utility maps (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all drawings have a north arrow shown correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all drawings have scale shown correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Print and complete scale check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan has uniform size of text and line weights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are north arrow and scale in same location near title block?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Run spell check on each sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check north arrow rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check bar scale and scale listed in title block to match	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check for overlapping text & misplaced text/leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check for missing layers and verify current layer state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check labels on centerline stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are existing contours shown and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check labels on streets and bodies of water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Update Band elevations in profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the title block consistent on each sheet in the plan set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the date in the title block correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project number correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide the correct initials in the title block for drawn and designed by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are city/village/municipality/owner information/phone/address correct on title sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the underground utility locator note present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project title stated clearly and correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the client name stated clearly and correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location and vicinity map shown correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project area shown correctly on the title sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm the map on the title sheet is legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm the POB and POE are correctly shown on the project location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the sheet index correspond with all the sheets in the set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all sheet numbering correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm Right of Way and Property boundaries are shown on existing conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the project limits clearly shown and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the adjacent property lines clearly shown and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the existing benchmarks clearly shown and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the horizontal control provided and listed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the survey disclaimer shown (if applicable?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verify phasing areas (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check POB and POE is located properly throughout the plan set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all existing structures clearly identified and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all existing underground utilities shown and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Caution boxes have been placed with critical utilities identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the legend provided will all line types for existing conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm all spelling on plan notes, keynotes, and utility callouts (spell check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm bands in profile have been updated to show correct elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Review Comments

