

Bridge Design Section QC/QA Audit Form

Project No. _____ Project Name _____ Letting Date _____

Bridge Task Manager _____ Auditor _____ Audit Date _____

| Items | Description | Yes | No | Auditor Comments/Suggestions |
|--|---|------------|-----------|-------------------------------------|
| Final Calculation Book | Was the final calculation book prepared in accordance with BDEM Part I Chapter 3 Appendix B – Final Calculation Book Checklist? | | | |
| | Was the final calculation book archived in the location specified in BDEM Part I Chapter 3 Appendix F – Bridge Design Section Records Retention Policy? | | | |
| Design Criteria | Was the design criteria prepared in accordance with BDEM Part I Chapter 3 Appendix A – Design Criteria Checklist? | | | |
| Final Plans, Revisions and Change Orders (CAD files) | Have the CAD files been saved in the location specified in BDEM Part I Chapter 3 Appendix F – Bridge Design Section Records Retention Policy? | | | |
| Final Shop Drawings, Erection Drawings, RFIs, and Other Construction Submittals (Final Distribution PDF Files) | Have the final shop drawings, erection drawings, RFIs, and other construction submittals (final distribution pdf files) been archived in the location specified in BDEM Part I Chapter 3 Appendix F – Bridge Design Section Records Retention Policy? | | | |
| Project Related Correspondences and Emails | Have all project related correspondences and emails archived in the location specified in BDEM Part I Chapter 3 Appendix F – Bridge Design Section Records Retention Policy? | | | |
| Shop Drawings (Final Distribution Hard Copies) | Have the shop drawings final distribution hard copies been transmitted to General Files in accordance with BDDM.49? | | | |