

EXHIBIT B - EXAMPLE QUALITY CONTROL REVIEW FORM
Quality Control Review Sign-Off Form

Client: _____	Date to Reviewer: _____
Project Name: _____	Review Deadline: _____
Client & Job Number: _____	Actual Review Date: _____
Project Manager: _____	Deliverable Due Date: _____
Reviewer: _____	Actual Hours: _____
Production Coordinator: _____	Project Type: _____
Item Reviewed: _____	Task/Activity: _____
Project Task or Phase: _____	
Deliverable %: _____	Internal Review External Review

Type of Review	Comment Sheet Attached/Emailed	Completed by Reviewer	
		Initial	Date
Reports:			
Environmental			
Master Plans			
Reports and Documents			
Technical Memorandum			
Other:			
Design:			
Architectural			
Calculations			
Civil			
Cost Estimates			
Electrical			
Spec and/or Front-Ends			
Instrumentation & Control			
Mechanical			
Plan & Profile (Pipeline)			
Process			
Structural			
Stormwater			
Other:			
Miscellaneous:			
Submittal/Previous QC Backcheck			
Drafting Backcheck			
Project Guide			
O&M Manuals			
Survey Datums & Sea Level Rise			
Other:			

Notes:
 Please return "signed" QC Review Sign-off Form and markups to your assigned Production Coordinator.

Signatures:

_____	_____
Project Manager	Date - Response to Comments
_____	_____
QC Reviewer	Date - Resolution Accepted

Instructions:

1) Project Manager fills out QC Review form & transmits to assigned QC Reviewer with document(s); 2) After review, QC Reviewer returns reviewed document/completed QC Review form to PM with comments; 3) Project Manager is responsible for reviewing comments, making appropriate changes/notations, & informing QC Reviewer of changes made; 4) QC Reviewer completes form upon resolution.

QA-QC Program Coord.

_____	_____
Signature	Date

Source Acknowledgement: Project Quality Management Plan developed for SR 152 Corridor Management Study, prepared for VTA by HDR Engineering, Inc., July 2009.