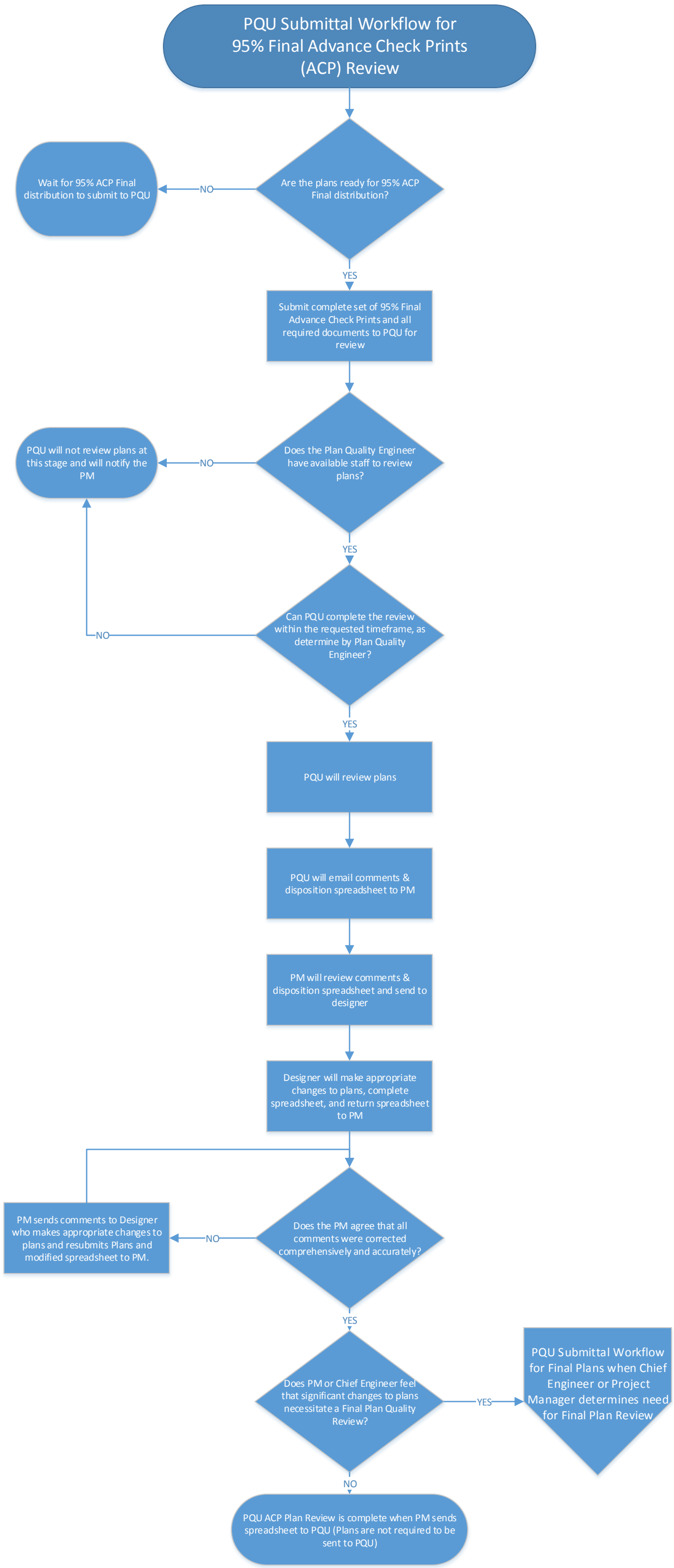
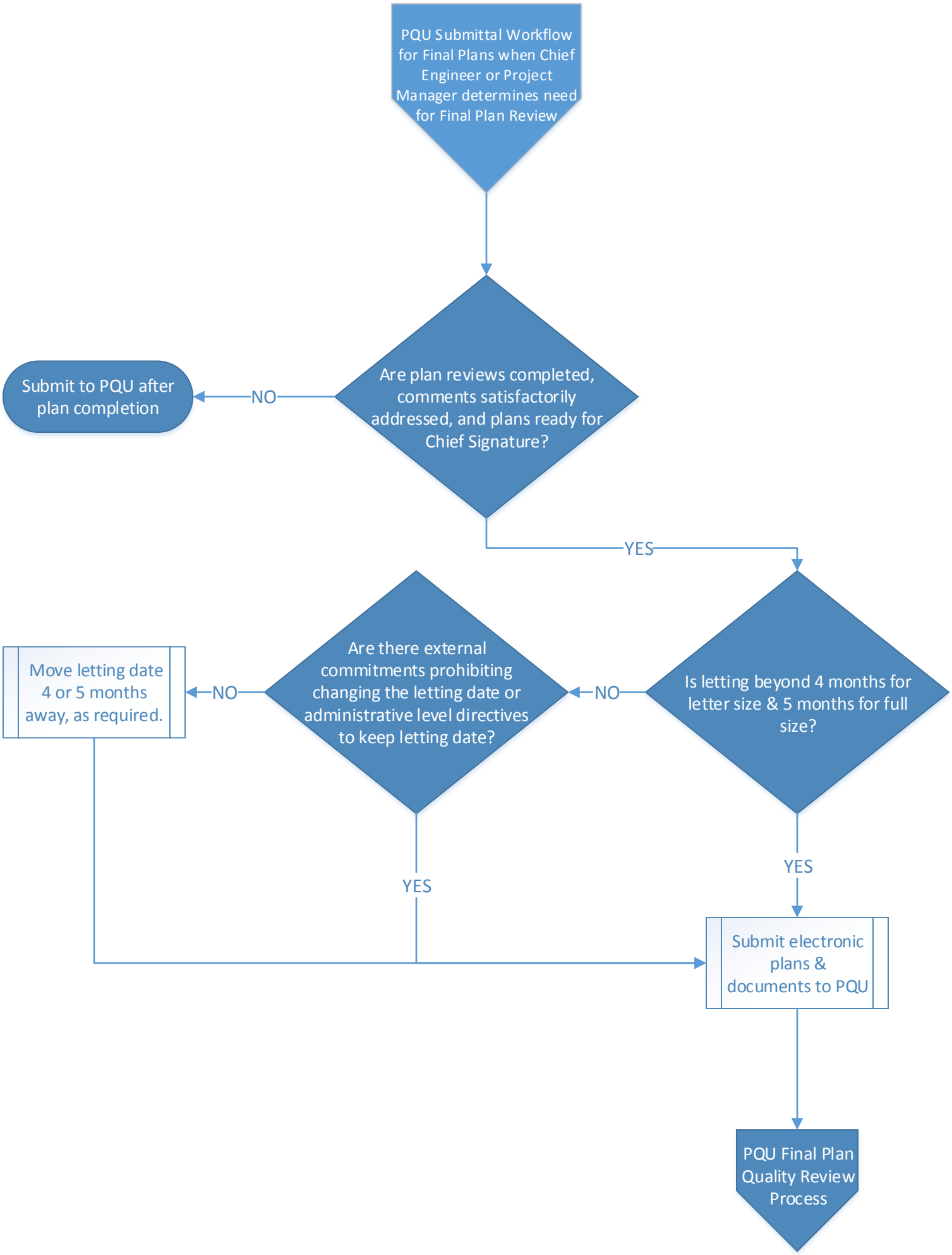
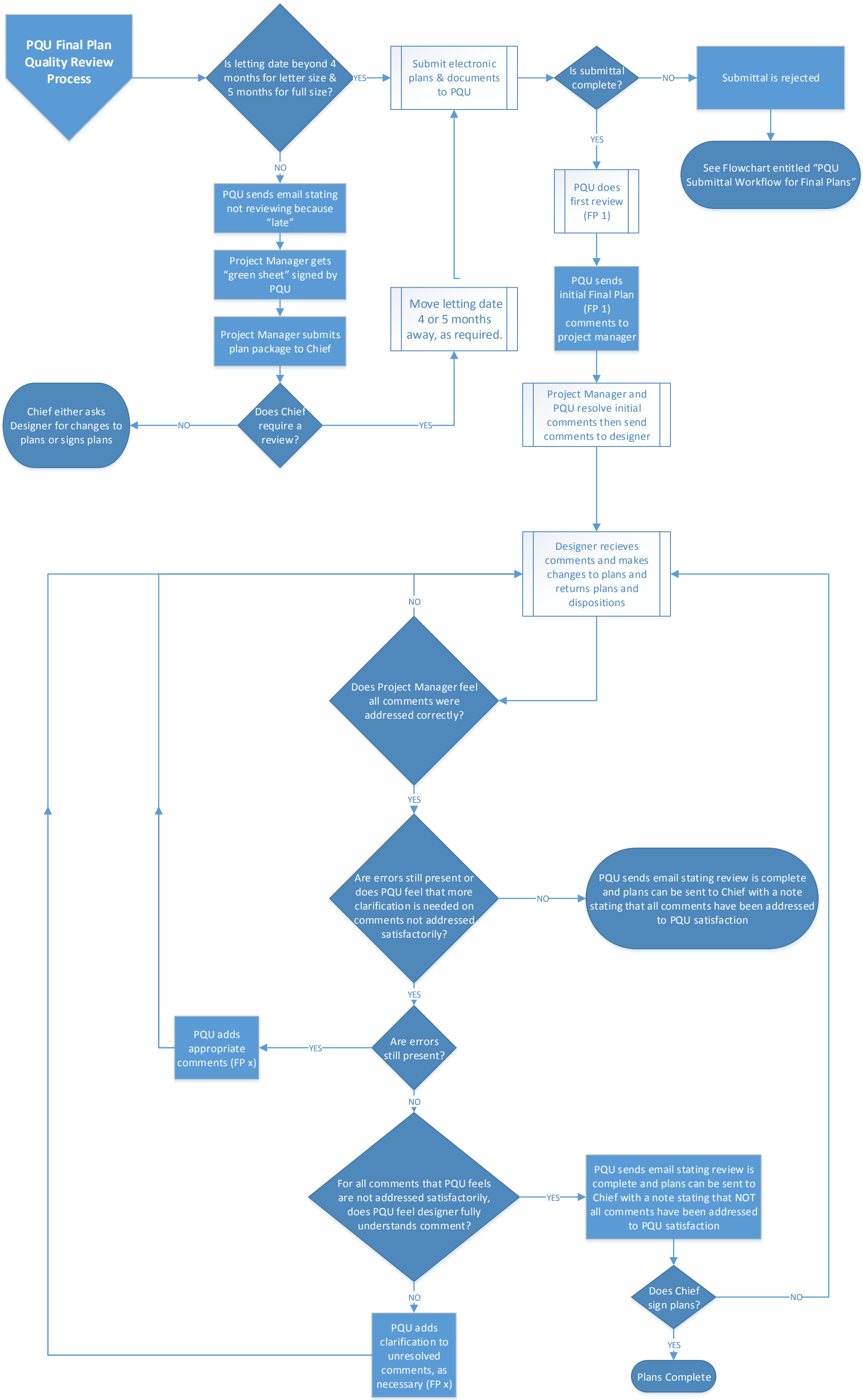

PQU Submittal Workflow for 95% Final Advance Check Prints (ACP) Review
Are the plans ready for 95% ACP Final distribution?
NO
Wait for 95% ACP Final distribution to submit to PQU
YES
Submit complete set of 95% Final Advance Check Prints and all required documents to PQU for review
Does the Plan Quality Engineer have available staff to review plans?
NO
PQU will not review plans at this stage and will notify the PM
YES
Can PQU complete the review within the requested timeframe, as determine by Plan Quality Engineer?
NO
YES
PQU will review plans
PQU will email comments & disposition spreadsheet to PM
PM will review comments & disposition spreadsheet and send to designer
Designer will make appropriate changes to plans, complete spreadsheet, and return spreadsheet to PM
Does the PM agree that all comments were corrected comprehensively and accurately?
NO
PM sends comments to Designer who makes appropriate changes to plans and resubmits Plans and modified spreadsheet to PM.
YES
Does PM or Chief Engineer feel that significant changes to plans necessitate a Final Plan Quality Review?
YES
PQU Submittal Workflow for Final Plans when Chief Engineer or Project Manager determines need for Final Plan Review
NO
PQU ACP Plan Review is complete when PM sends spreadsheet to PQU (Plans are not required to be sent to PQU)


PQU Submittal Workflow for Final Plans when Chief Engineer or Project Manager determines need for Final Plan Review
Are plan reviews completed, comments satisfactorily addressed, and plans ready for Chief Signature?
NO
Submit to PQU after plan completion
YES
Is letting beyond 4 months for letter size & 5 months for full size?
NO
Are there external commitments prohibiting changing the letting date or administrative level directives to keep letting date?
NO
Move letting date 4 or 5 months away, as required.
YES
YES
Submit electronic plans & documents to PQU
PQU Final Plan Quality Review Process


PQU Final Plan Quality Review Process
Is letting date beyond 4 months for letter size & 5 months for full size?
YES
Submit electronic plans & documents to PQU
Is submittal complete?
NO
Submittal is rejected
See Flowchart entitled "PQU Submittal Workflow for Final Plans"
YES
PQU does first review (FP 1)
PQU sends initial Final Plan (FP 1) comments to project manager
Project Manager and PQU resolve initial comments then send comments to designer
NO
PQU sends email stating not reviewing because "late"
Project Manager gets "green sheet" signed by PQU
Project Manager submits plan package to Chief
Move letting date 4 or 5 months away, as required.
Does Chief require a review?
NO
Chief either asks Designer for changes to plans or signs plans
YES
Designer recieves comments and makes changes to plans and returns plans and dispositions
NO
Does Project Manager feel all comments were addressed correctly?
YES
Are errors still present or does PQU feel that more clarification is needed on comments not addressed satisfactorily?
NO
PQU sends email stating review is complete and plans can be sent to Chief with a note stating that all comments have been addressed to PQU satisfaction
YES
Are errors still present?
YES
PQU adds appropriate comments (FP x)
NO
For all comments that PQU feels are not addressed satisfactorily, does PQU feel designer fully understands comment?
YES
PQU sends email stating review is complete and plans can be sent to Chief with a note stating that NOT all comments have been addressed to PQU satisfaction
Does Chief sign plans?
NO
YES
Plans Complete
NO
PQU adds clarification to unresolved comments, as necessary (FP x)