

**New Jersey Department of Transportation  
CORRECTIVE ACTION NOTICE**

**QUALITY MANAGEMENT SERVICES**

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CAN No. CAN003

Approved Brian Strizki

Date: May 1, 1997

**Bureau(s) Affected:** All CPM Units

**Description of Problem(s):**

The Configuration Management Bureau of Quality Management Services is charged with the maintenance and recording of all plans, specifications and baseline documents. This office needs to be informed of all changes in any of these documents. It has come to the attention of this unit that ROW plans have been changed by consultants without the knowledge of Configuration Management. This change took place after the final submission of the ROW plans and after ROW had begun acquisition. When a comparison of the revised plans and the original mylars was made the discrepancy was noted. Since the plans contained in Configuration Management are considered to be the most accurate plans available, Configuration Management needs to be informed of any changes. A review of the Procedures Manual reveals that there is no procedure for changing ROW plans after final submission.

**Corrective Action Plan:**

On April 11, 1997 a Baseline Document Request was prepared by the Bureau of Quality Management Services that suggests a new procedure to change ROW plans after final submission. These changes are normally due to change in ownership, sub-divisions or other factors not available at the final submission. The proposed procedure is as follows:

9.2.7 ROW Plan Schedule

**SUBMISSION OF REVISIONS TO ROW PLANS**

All changes made to ROW plans after the final submission must be made only with the permission of the Project Manager, Office of Project Management. The following procedure shall be followed for any changes to ROW plans after the final submission.

1. Prior to making any changes in ROW plans, contact the Office of Right of Way Technical Support to determine the status of the parcels involved and notify ROW Engineering.
2. All changes must be made on the original mylars. The originals can be obtained from Configuration Management.
3. After the changes have been made to the mylars, submit the revised plans according to Section 9.2.6, "Final Submission Packaging".
4. Return the original mylars to Configuration Management.

All units are to use this procedure until the Change Control Board approves the Change Request.

**Implementation:** Immediately

Superseded