

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

QUALITY MANAGEMENT SERVICES

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Approved: B. Strizki

Date: January 4, 1999

Bureau(s) Affected: All CPM Units.
All pre-qualified Consultants

Description of Problem(s):

Based on results of quality assurance reviews and audits being conducted by the Department, concerns have been raised as to the level of quality of plans and other documents being prepared by consultants.

Corrective Action Plan:

To address this concern, the "Quality Assurance Checklist" for Initial Design Submission and Final Design Submission was developed by the Department (see attachments #1 and #2). **Effective immediately**, all Design Consultants who work with the Department are required to submit these checklists as part of both the Initial Design Submission and Final Design Submission. In addition, the "QA Check List Certification" (see attachment #3) **must** be signed by the firm's project manager and a principal of the firm. The responsibility of each unit to ensure that this is carried out shall be as follows:

- **BUREAU OF QUALITY MANAGEMENT SERVICES**

Quality Assurance, Improvements & Research Unit

This office shall be responsible for submitting a baseline document change to incorporate the Quality Assurance Checklist for Initial Design Submission and Final Design Submission and the QA Check List Certification to the NJDOT Procedures Manual.

Configuration Management Unit

This office shall be responsible for making a baseline document change, as stated above, to the NJDOT Procedures Manual.

- **DIVISION OF PROJECT MANAGEMENT**

This office shall be responsible to ensure that all initial design submissions and final design submissions be accompanied by a signed QA checklist certification and the appropriate QA checklist is complete.

Implementation: IMMEDIATELY