

**New Jersey Department of Transportation
QUALITY IMPROVEMENT ADVISORY**

QIA No. QIA043

QUALITY MANAGEMENT SERVICES

Director: Lynn Rich

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Approved: L. Rich
Date: 10/23/06

Subject: Preliminary Design submissions and Design Exceptions after State Transportation Engineer's Signature.

Process Affected:

Scope Design Right of Way Utilities Environmental Historic Construction

Bureaus Affected: Designer's responsibility

Procedure(s) Affected: Preliminary Design Submission Approved Package.

Nature of Issue(s): Currently, Preliminary Design Submission Packages and stand-alone Design Exception Reports are prepared electronically by the Designer and submitted in paper format for the approval by the State Transportation Engineer. With space constraints in the Department's Document Control Unit, these paper documents are stored in the State Transportation Engineer's office. Eventually, as staff and time permits, they are scanned for electronic data storage and follow the State's Document Retention requirements.

Recommendation(s): The Designer will prepare two, preferably PDF formatted, CD(s) after the Preliminary Design Package is approved. Submit one CD to the Office of State Transportation Engineer and the second to the Director of Quality Management Services for their record and include the following documents:

- Preliminary Design Plans
- Preliminary Design Narrative
- Stand-alone Design Exception Reports
- QA review Report with approved Comment Resolution Summary
- Scanned copy of approval memo signed by the QMS director and State Transportation Engineer.

This will allow NJDOT to efficiently store these documents and upload them on to servers for electronic retrieval.

Implementation: Immediately

Impact Assessment:

Schedule Quality Cost Scope

Cost Impact:

N/A