**Purpose and Need:**

Erosion and sediment control (ESC) plansare required components in Agency construction document sets. Like all Agency plans ESC plans are expected to be thorough, complete and accurate. To that goal we are introducing this Quality Control Plan. It is designed to be simple, intuitive and verifiable.

1. Designer Check List – Designers will be expected to consider and respond to each item on check list. Items on the check list will include
* List of items required by permit to be on plans
* List of items required by Specifications to be on plans
* List of site risks that need to be addressed (steep slopes, waterways, wetlands etc.)

Check list will become part to the Project’s QA/QC file. It will be cross referenced against construction documents by reviewer and initialed by both designer and reviewer.

Completed check list will be printed to PDF and filed in the ProjectWise QA/QC directory.

(Check list includes also items required by Permit, but to be supplied by Contractor and provided to Project PM for incorporation into Project Erosion and Sediment Control Plan (ESCP)

1. ESC Plans Review – A person of equal or greater experience as the designer will review plans as follows:
* Technical review – Risks addressed are guided by Designer Checklist and include:
* Erosion control (exposed soils, slopes etc.)
* Runoff control (run on from off-site, runoff from on-site ditches etc.)
* Sediment control (perimeter control, inlet protection, construction entrances etc.)
* Dust control
* Construction phases addressed
* Final phase stabilization addressed.
* Graphic conventions followed
* Technical review shall be conducted by reviewer on paper copies of plans and be performed as follows:
* Reviewer marks technical revisions, graphic errors, spelling and syntax errors.
* Reviewer cross references pay items on plans against bid list
* Reviewer reviews Special Provisions for agreement with plans
* Reviewer makes edits and additions in red pencil
* Reviewer marks deletion in green pencil
* Reviewer provides notes to designer in blue pencil.
* Designer will take reviewer’s mark-ups as guidance and address each input.
* Edits are made to plans in response to reviewer’s comments on paper plans and as each comment is addressed, the designer/drafter marks over the comment in yellow highlighter.
* Designer is empowered to take no action on reviewer’s comment, but must acknowledge that comment is considered with note on reviewer’s plan set and yellow highlighting over the comment.
* Designer/drafter initials marked up plan set as “comments addressed”
* Reviewer back checks corrected plans against marked up plans. Reviewer marks over yellow highlight with blue highlight to affirm each comment is addressed. (resulting highlight color is green)
* If corrections are not made to reviewer’s satisfaction, the mark up set may be returned to designer/drafter for further correction
* When satisfied, reviewer initials marked up plan set as “back checked”
* Color PDF of markup and initialed plans will be printed
* Color PDF of markup and initialed plans will be filed in project directory in ProjectWise.
* Construction document plans will go through review process at Advance and Final milestones
* Special Provisions will go through review process at Advance and Final milestones.
* Markup, correction, back check and initial for Special Provisions will follow the same process as with plans.
* Printing markup Special Provisions at both Advance and Final milestones, to PDF and submitting PDFs to project file in ProjectWise will follow the same process as with Plans.
* Bid list will go through review process at Final milestone
* Markup, correction, back check and initial for bid list will follow the same process as with plans.
* Printing markup bid list to PDF, at Final milestone, and submitting PDFs to project file in ProjectWise will follow the same process as with Plans.