

Standard Plans and Special Details Development Checklist

(In accordance with Bridge Design Section QC/QA Policy)

Step 1: EOR fills out an on-line request form under Bridge Design website/Bridge Standards with a brief description of the purpose to create new standards or modify existing standards.

Step 2: Standard Manager receives the request and logs the request to the Standards Log Sheet (maintained by the Standard Manager).

Step 3: Standard Manager schedules a kick-off meeting and invites the EOR and the EOR's direct supervisor, the Assistant Bridge Design Administrator in charge of standards, and the Bridge Design Engineer Administrator to discuss the request, and obtains an approval from the Bridge Design Engineer Administrator to begin the work. Review this checklist in the meeting so the EOR becomes familiar with the process.

Step 4: Standard Manager (or a designated person) places the requested CAD Vector files in the "Development" folder in ProjectWise \Standard Drawings\Private Access\Bridge\ 2008 Standard Specs, where the files can be modified by the EOR. "Development" folder shall be the only place where modifications to the vector files can be made. Modifying vector files under any other folders or outside of ProjectWise is strictly prohibited.

Step 5: EOR develops the standards in accordance with QC/QA Policy. EOR emails a pdf copy of the standards to the Standard Manager when this task is complete.

Step 6: Standard Manager distributes the standards to the Bridge Design Engineer Administrator and all Assistant Bridge Design Administrators for their review (remind them to designate an Engineer to review if they will not be able to perform the review).

Step 7: EOR shall address all comments received and schedule a meeting with the reviewer to discuss the comments if needed. If an agreement cannot be reached between the EOR and the reviewer, the Bridge Design Engineer Administrator shall be involved to make the final decision. EOR emails a pdf copy of the revised standards to the Standard Manager when this task is complete.

Step 8: Standard Manager distributes the revised standards to the Bridge Design Engineer Administrator and all Assistant Bridge Design Administrators for final review.

Step 9: EOR stamps and signs the standards in full size.

Step 10: For Standards Plans, EOR shall follow EDSM No. I.1.1.2 and obtain Chief Engineer's approval and signature.

Step 11: EOR scans the signed copy and fit the image to a standard CAD border and save the raster files in the “Development” folder.

Step 12: Standard Manager prepares a draft BDTM for the publication of the standards.

Step 13: Assistant Bridge Design Administrator in charge of Bridge Standards reviews the draft BDTM and obtains approval from the Bridge Design Engineer Administrator to publish the BDTM.

Step 14: Standard Manager (or a designated person) archives the vector and raster copies of the standards to be replaced. The archived file shall be renamed using the existing filename followed with the last revision date in yyyy-mm-dd format. The file shall be stamped “VOID” and saved under the “Archive” folder.

Step 15: Standard Manager (or a designated person) moves the new CAD vector files and raster files from the “Development” folder to the “Vector” and “Raster” folders respectively.

Step 16: Standard Manager (or a designated person) generates a PDF file of the “Raster” version with a stamp of “For Information Purposes Only” to the Public Access folder and fills the PDF file attributes.

Step 17: EOR shall submit the final calculations, rating reports if applicable, or any other final design documents to the Standard Manager no later than 30 calendar days after the publishing of the Standards. All calculation related documents shall be saved in the Projectwise folder: \Standard Drawings\Private Access\Bridge\Calculations for Standard Plans-Special Details.

Step 18: Standard Manager updates the Standards Master Sheet and Standards Log Sheet.