

Consultant Survey Compliance Check Process

1. Survey Consultant submits their files to the Project Manager (PM)
2. PM places the files in the *Location Database\Consultant Compliance\QA/QC* folder
3. PM sends email to State Location Bureau (SLB) staff to let them know files are ready to check
4. SLB staff sends email to Engineering Support & Services (ESS) staff to let them know the files are ready for processing
5. ESS staff performs QC on data
6. ESS staff places results in the *Location Database\Consultant Compliance\QA/QC* folder and sends email to SLB staff to let them know the check is complete
7. SLB staff creates a 1st Submittal folder under the *Location Database\Consultant Compliance\Archive* folder
8. SLB moves all files from the *Location Database\Consultant Compliance\QA/QC* folder to the *Location Database\Consultant Compliance\Archive\1st Submittal* folder except the QA Report produced by the ESS staff. That file is copied to the *Location Database\Consultant Compliance\Archive\1st Submittal* folder, leaving a copy in the *QA/QC* folder for the PM.
9. SLB staff sends an email to the PM with a link to the QA Report file
10. PM obtains the file, sends the file to the Consultant, and then deletes the file in the *Location Database\Consultant Compliance\QA/QC* folder
11. If a 2nd (or subsequent) submittal is needed, the same process is followed, creating a 2nd *Submittal* folder under the *Location Database\Consultant Compliance\Archives* folder and moving the original and resulting 2nd submittal files to it such that each submittal is kept separately.
12. Once all files have been checked and approved, SLB staff shall create an “Approved Files” folder under the *Location Database\Consultant Compliance\QA/QC* folder and place all files needed by the PM in it. SLB staff shall send a link to the newly created “Approved Files” folder to the PM.

NOTE: For in-house designed projects, the resulting Inroads files will be placed in the Roadway Design\InRoads folder and the DGN files will be placed in the Roadway Design\DGN folder. For Consultant designed projects, all InRoads and DGN files will remain in the QA-QC\Approved Files folder.