IPD Stage 2UT1 – Utilities Unit QA Checklist

|  |  |
| --- | --- |
| **SPOT ID/Project TIP #:** | Click to edit. |
| **County:** | Click to edit. |

2UT1 – Kickoff Meeting Prep

| **Item #** | **Review Item** | **Acceptable** | **Unacceptable** | **N/A** |
| --- | --- | --- | --- | --- |
|  | **Invitees** | | | |
|  | Key Attendees invited (see QC Checklist) |  |  |  |
|  | **Agenda** | | | |
|  | Key agenda items included (see QC checklist) |  |  |  |
|  | **QC Checklist** | | | |
|  | KO Meeting Prep QC checklist completed by firm |  |  |  |

*For items marked* ***Unacceptable****, provide comments or action items in the table below.*

| **Item #** | **Comments and Action Items** |
| --- | --- |
| Click to edit. | Click to edit. |

|  |  |  |  |
| --- | --- | --- | --- |
| ***This checklist may not be comprehensive to every project. All items may not be applicable for smaller projects. It is the responsibility of the reviewer to ensure that an adequate review is performed.*** | | | |
| **QA Reviewer Name:** | | Click to edit. | **Date:** | Click to edit. |
| **QA Reviewer (Signature):** | |  |  |  |