

October 29, 2015

MEMORANDUM TO: Division Engineers and Division of Highways Unit Heads
Technical Services Unit Heads

FROM: Mike L. Holder, PE
Rodger D. Rochelle, PE

DocuSigned by:

Mike Holder

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Rodger Rochelle

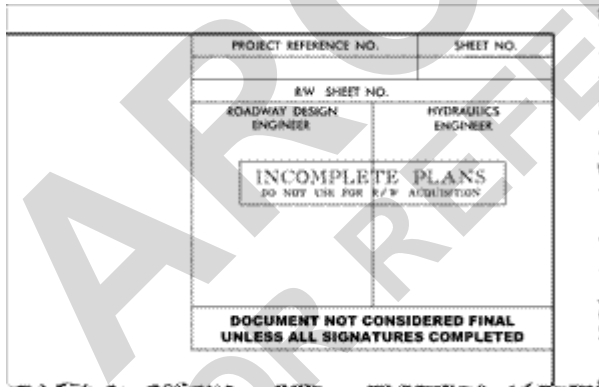
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SUBJECT: Business Changes Required by NCBELS

Recent coordination between NCDOT and the NC Board of Engineers and Land Surveyors (NCBELS) has brought to light the need for the following NCDOT workflow changes to ensure compliance with Board Rule [21 NCAC 56.1103 \(c\)](#) which pertains to Exceptions to required certifications.

Plan Sheet Files (TSH, PSH, etc)

The first workflow change is to replace the current use of the “Preliminary Plans” sticker/label with a new label that reads, “Document Not Considered Final Unless All Signatures Completed.” This new label will become a permanent part of the document and will maintain valid prior to and after electronic signature. This label has been deemed by NCBELS as substantially the same as the other exception labels in paragraph .1103(c).



The standard NCDOT Sheet cells (in the NCDOT Workspace) have already been updated with the new label. As a reminder, there are some sheets that do not require signatures. These sheets are unaffected by the changes described above.

Other CADD Files (DSN, DRN, UTL, etc)

The second workflow change is to place this same label (Document Not Considered Final Unless All Signatures Completed) in all other CADD files that contain engineering drawings, specifications, or reports. The need for this change was discussed at length with NCBELS. Their

primary concern is that when CADD files are transmitted without any exception label, they may be improperly used and thus jeopardize the safety of the public. NCDOT can meet compliance by placing this label in a conspicuous location in the CADD file. The label will be required in the file as soon as any drawings or specifications have begun. It is recommended that the location of the label not be directly within the project specific design / plans area.

This label can be found in the NCDOT_English_Sheets.cel library in the NCDOT Workspace. The name of the cell is **Sticker Exception Certification**.

Letting - PDF Sub Plan Sets

At the time of Let when the PDF plan sheets are electronically signed, the documents must be maintained as individual PDFs in order to meet our workflow requirements and to maintain electronic signature validity and comply with NCBELS requirements. However, it has proven very cumbersome and frustrating for users to navigate through a plan set of individual PDF files. To remedy this, NCDOT has begun supplying, in addition to the individually esigned PDFs, a combined PDF plan set for the Roadway plans, Traffic Control plans, Utility plans, etc. These combined PDFs will not be properly electronically signed. As such, they will need a certification exception. NCDOT has received approval from the Board to place a [cover sheet](#) with special exception wording that is deemed the same as the other exception statements in paragraph .1103(c). NCDOT has already incorporated this into our Letting workflow and no new action is needed on this item.

Reason for Changes

NCBELS has requested these changes in attempts to better accommodate the changing business practices related to electronic signatures. NCBELS has given interim approval for the processes described herein until September, 2016. At that time, they will revisit this approval and make further recommendations if deemed necessary.

Required Action for all Active Projects

1. Please ensure that all pertinent CADD plan sheet files are updated to reflect the new NCBELS authorized exception label.
2. Please ensure that all other (non-sheet) DGN files that contain project drawings, specifications, etc. are updated to contain the new NCBELS authorized exception label.
3. Please take appropriate action to ensure all work done by external partners/PEFs reflects the above changes

Please also be reminded that both NCDOT as an organization and you as a Professional Engineer / Land Surveyor are subject to NCBELS rules and individually responsible and accountable to NCBELS.

Thanks for your cooperation with these efforts to bring NCDOT into full compliance with NCBELS Board rules.

MH&RR/be