STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
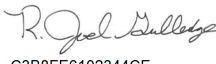
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SECRETARY

June 5, 2025

To: All L&S Staff

From: R. Joel Gulledge, PE, PLS
             State Location & Surveys Engineer

Subject: Proc 2025-1 – QA/QC Documents for Location & Surveys

As part of NCDOT's Quality Management Program, the QA/QC process is not only a best practice, but an expectation for all project team members (internal and external) to apply to project deliverables. The QA/QC process depends on quality reviews and is to be performed on **all projects**. The NCDOT Location & Survey's quality review consists of the following activities:

- Project Review Checklist (PRC) review
- Quality Control (QC) review
- Quality Assurance (QA) review

The PEF or internal unit performing the work is responsible for completing the PRC checklist and performing the Quality Control (QC) review and on all project deliverables. The Quality Assurance (QA) review is always performed internally by Location & Surveys. When work is performed internally by Location & Surveys, the QA reviewer must not have been part of the fieldwork or the compilation of the field data. The PRC and QC/QA checklists were developed by NCDOT Location and Surveys Unit personnel and are organized by discipline, PDN Stage and Activity Name.

The QC reviewer is expected to be a qualified subject matter expert in the discipline of the work being reviewed. They are responsible for performing the quality control review using pertinent criteria in the standard scopes of services and State and Federal standards, practices, policies, and regulations to ensure the submittal is accurate and complete. QC checklists clearly articulate NCDOT's QC expectations. Consultant firms are expected to have quality review processes in place and should communicate their internal QC procedures during contract negotiations. Note: **In general, NCDOT will no longer be performing QC functions on contracted work and may send the product back for corrections if quality expectations are not met.**

The PRC is completed as a companion to the QC document and is **always** included with the QC documentation. Completed QC and PRC checklists and any quality related files should be uploaded to the applicable discipline library on the project's Preconstruction SharePoint site and designated as a QA/QC topic. File naming conventions are listed below.

Quality Assurance (QA) reviews occur after the deliverables are either completed internally or submitted to NCDOT by a PEF. During Quality Assurance reviews, a Location & Surveys subject matter expert provides a high-level fatal flaw review to ensure that the deliverables were developed using the appropriate standards, specifications, policies, and good judgement. The QA review also assures that all appropriate QC checks were performed for the project. Completed QA checklists should be uploaded to the applicable discipline library on the project's Preconstruction SharePoint site and designated as a QA/QC topic. File naming conventions are listed below

The most current versions of the QA/QC/PRC documentation can be found on Location & Surveys Connect site. Always check for the newest version when starting a project.

File Naming Conventions For QA/QC/PRC

QUALITY MANAGEMENT FILES		
FILE NAME	DESCRIPTION	FILE LOCATION
TIP_STAGE_QUALITY CHECK_PEF-#-DATE.PDF		
TIP_2LS1_PRC_PEF-#-DATE.PDF	PROJECT REVIEW CHECKLIST	SP/TIP/LOCATION AND SURVEYS/QA/QC TOPIC
TIP_2LS1_QC_PEF-#-DATE.PDF	QUALITY CONTROL CHECKLIST	SP/TIP/LOCATION AND SURVEYS/QA/QC TOPIC
TIP_2LS1_QA_PEF-#-DATE.PDF	QUALITY ASSURANCE CHECKLIST	SP/TIP/LOCATION AND SURVEYS/QA/QC TOPIC

STAGE	DESCRIPTION
1LS1	STAGE 1 FIRST ACTIVITY
2LS1	STAGE 2 FIRST ACTIVITY
2LS2	STAGE 2 SECOND ACTIVITY
3LS1	STAGE 3 FIRST ACTIVITY
4LS1	STAGE 4 FIRST ACTIVITY

Please keep in mind that this is a new process and there are sure to be some challenges as we implement these changes.

This policy takes effect immediately upon receipt.

RJG:rjg