

STA Quality Improvement Council Quality Assurance Review Planning Worksheet

1. What is the work process to be reviewed?

Hydraulic Design

2. Has this process been selected for review because of an identified quality concern, or because this process was due for review, or both?

Both

3. If there is a quality concern, what is it?

*Lack of consistency in plans.
Lack of expertise within STA.*

4. Who are the users of the output of this process?

Project Designers, Bridge Designers, Project Engineers, Contractors, Maintenance.

5. Who is the person accountable for the process and who has the authority and expertise to develop and implement changes to this process?

..... & Regions

6. Please respond to one of the two following options:

OPTION A- This review will look at the entire work process from beginning to end.

Option B has been selected.

OPTION B- This review will look at key elements of the process and not the entire process.

Key elements to be reviewed: *Preliminary Design*

What are the beginning and ending steps for each of the key elements to be reviewed?

*Prelim. Design: **Beginning:** Scoping **End:** FIR*

7. Where is the process documented?

Hydraulics Manual & Project Development Manual; Bridge Design Manual; Design Manual; FEMA

8. Are there other documents that contain standards, guidelines and/or quality expectations for this process and its output?

AASHTO, Urban Drainage Regulations, Federal Hydraulics Circular, various city and county regulations.

9. Who is the lead reviewer for this QAR?

....- Co-leaders

10. Who are the other members of the review team? (If any)

..... - Bridge

..... - FHWA

STA Bridge Staff

Region Hydraulics person

11. What is the schedule for this QAR?

Team assembled: Nov. 30, 2000

Reviews conducted: Dec. 1 - Jan. 31, 2001.

Report completed: Feb. 28, 2001

12. Who will attend these activities, besides the review team?

Region Hydraulics Engineer, Region Access Coordinator, Region Environmental Manager, a Design Consultant.

13. What will be the distribution of the QAR report?

Resident Engineers, Program Engineers, Hydraulics Engineers, QIC