
DATE: 06/20/2019
TO: Consultant Structure Design Staff
FROM: William C. Dreher, P.E.
Chief Structures Design Engineer
Bureau of Structures
SUBJECT: Updates to QA/QC plan requirements

As indicated in the WisDOT Bridge Manual Section 6.5, consultant firms desiring eligibility to perform engineering and related services on WisDOT administered structure projects must have on file with the Bureau of Structures (BOS) an electronic copy of their current Quality Assurance/Quality Control (QA/QC) plan and procedures. BOS is establishing new requirements that are intended to ensure that consultant's QA/QC plans are adequately capturing any changes in their structure design processes and procedures. Therefore, **each consultant firm is required to review their current QA/QC plan and procedures and submit to BOS an updated electronic copy by 10/1/2019**. As discussed in the Bridge Manual, the QA/QC plan and procedures shall include as a minimum:

- Procedures to detect and correct bridge design errors before the design plans are made final.
- A means for verifying that the appropriate design calculations have been performed, that the calculations are accurate, and that the capacity of the load-carrying members is adequate with regard to the expected service loads of the structure.
- A means for verifying the completeness, constructability and accuracy of the structure plans.
- Verification that independent checks, reviews and ratings were performed.

Furthermore, the updated QA/QC plan shall include the following items:

- Identification of a lead QA/QC Structures Program contact
- Identification of the QA/QC plan and procedures implementation date
- A statement indicating that the independent design check will be performed by an individual other than the designer, and the independent plan check will be performed by an individual other than the drafter.
- Provisions for periodic reviews and update of the QA/QC plan with a frequency no less than 5 years; or as needed due to changes in the firm's personnel or firm's processes or procedures; or as requested by BOS.

As a reminder, consultant firms shall continue to submit a QA/QC verification summary sheet as part of every final structure plan submittal. At this time, **BOS is requesting that consultant firms review their QA/QC verification summary sheet format** and ensure that the summary sheet includes the signoff or initialing by each

individual that performed the structure design related tasks documented in the QA/QC plan and procedures (design, checking, plan review, technical review, etc.).

Submit the updated electronic copy of your QA/QC plan and procedures to BOS by 10/1/2019 via e-mail. Send to Steve Revello at: Steven.Revello@dot.wi.gov

If you have any questions, please contact one of the following staff members from the Consultant Review, Contracting & Hydraulics Unit:

Najoua Ksontini	Unit Supervisor	608-266-2657
Steve Revello	Consultant Bridge Project Engineer	608-266-5095
Tim Borowski	Consultant Bridge Project Engineer	608-266-4547