

# Appendix A

## Designer Project Quality Guidelines

This Appendix to the *Quality Management Plan* provides guidelines that establish the Clean Water Nashville Overflow Abatement Program's (Program's) expectations regarding quality management for Designers.

In general, Designers apply their organization's normal quality management system to the work on a Program project. However, if their quality management system does not include the minimum elements identified in this Appendix, the Designer will modify and enhance their standard quality management system to incorporate these elements.


As part of the Designer's *Project Work Plan*, the Designer is required to complete and submit a *Project Quality Plan Checklist*, an example of which is included at the end of this Appendix. This checklist is a certification that the Designer has quality management practices in place for this project that are consistent with the Program's guidelines. The Designer's adherence to the elements described in the *Project Quality Plan Checklist* is documented through a certification statement provided with each design deliverable as well as the Project Manager's review of the Designer's deliverables.

The Program's expectations regarding quality management practices for Designers are as follows:

- A quality management system is in place for this project that includes using formal, documented checking, reviewing, and oversight monitoring processes.
- All Designer staff working on the project (including sub-consultants and new staff added during the course of the project) are aware of and are familiar with the quality management requirements of the project.
- With respect to quality management, the roles and responsibilities within the Designer's project team are clearly defined, including designating responsible parties for establishing, implementing, and maintaining the quality management processes.
- All design submittals and other deliverables undergo quality assurance / quality control reviews to verify that the information presented is clear, concise, and technically accurate; utilizes appropriate standards and templates established by the Program; reflects the project's design intent; and has been checked against applicable codes, standards, and good engineering practices.
- All review comments are addressed and incorporated into the documents, as appropriate, prior to submitting documents to the Program.
- Individuals conducting reviews have significant, relevant qualifications and experience in the discipline and type of work being reviewed or checked. Reviewers are not the person(s) preparing the work product.
- Quality assurance / quality control activities (forms, checklists, marked up drafts, etc., as appropriate) are documented and filed at the Designer's office, and these detailed records are available for review by Program staff upon request.
- A quality assurance / quality control statement signed by the Designer's project manager or another responsible party is required with each design deliverable. This statement will certify

that the preparation of the design deliverable adheres to the elements described in their *Project Quality Plan Checklist*.

Project Quality Plan Checklist (2 pages)



**PROJECT QUALITY PLAN CHECKLIST**

**Project Name/Number:** \_\_\_\_\_

**Designer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designer Project Manager's Statement of Compliance**

I certify that the elements indicated below are included in the quality management system for the above-referenced project. These elements will be adhered to by the Designer project team throughout the project, and any unexpected deviations from the elements indicated above will be promptly brought to the attention of the Program's Project Manager.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed or Printed)

**\*Note that comments are required for any element receiving a "No."**

	Item	Yes	No*	Comments
1.	A quality management system is in place for this project that includes using formal, documented checking, reviewing, and oversight monitoring processes.			
2.	All Designer staff working on the project (including sub-consultants and new staff added during the course of the project) will be informed about the quality management requirements of the project.			
3.	With respect to quality management, the roles and responsibilities within the Designer's project team are clearly defined. This includes designating responsible parties for establishing, implementing, and maintaining the quality management processes.			
4.	All design submittals and other deliverables will undergo quality assurance / quality control reviews to verify that the information presented is clear, concise, and technically accurate; utilizes appropriate standards and templates established by the Program; reflects the project's design intent; and has been checked against applicable codes, standards, and good engineering practices.			
5.	All review comments will be addressed and incorporated into the documents, as appropriate, prior to submitting revised documents to the Program.			

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**PROJECT QUALITY PLAN CHECKLIST**

**\*Note that comments are required for any element receiving a "No."**

Item	Yes	No*	Comments
6. Individuals conducting reviews have significant, relevant qualifications and experience in the discipline and type of work being reviewed or checked. Reviewers are not the person(s) preparing the work product.			
7. Quality assurance / quality control activities (forms, checklists, marked up drafts, etc., as appropriate) are documented and filed at the Designer's office, and these detailed records are available for review by Program staff upon request.			
8. A quality assurance / quality control statement signed by the Designer's project manager or another responsible party will be provided with each design deliverable. This statement will certify that the preparation of the deliverable adheres to the elements described in this <i>Project Quality Plan Checklist</i> .			
9. The Designer will perform periodic quality audits to ensure conformance with their <i>Project Quality Plan Checklist</i> for all project activities including those performed by sub-consultants.			

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