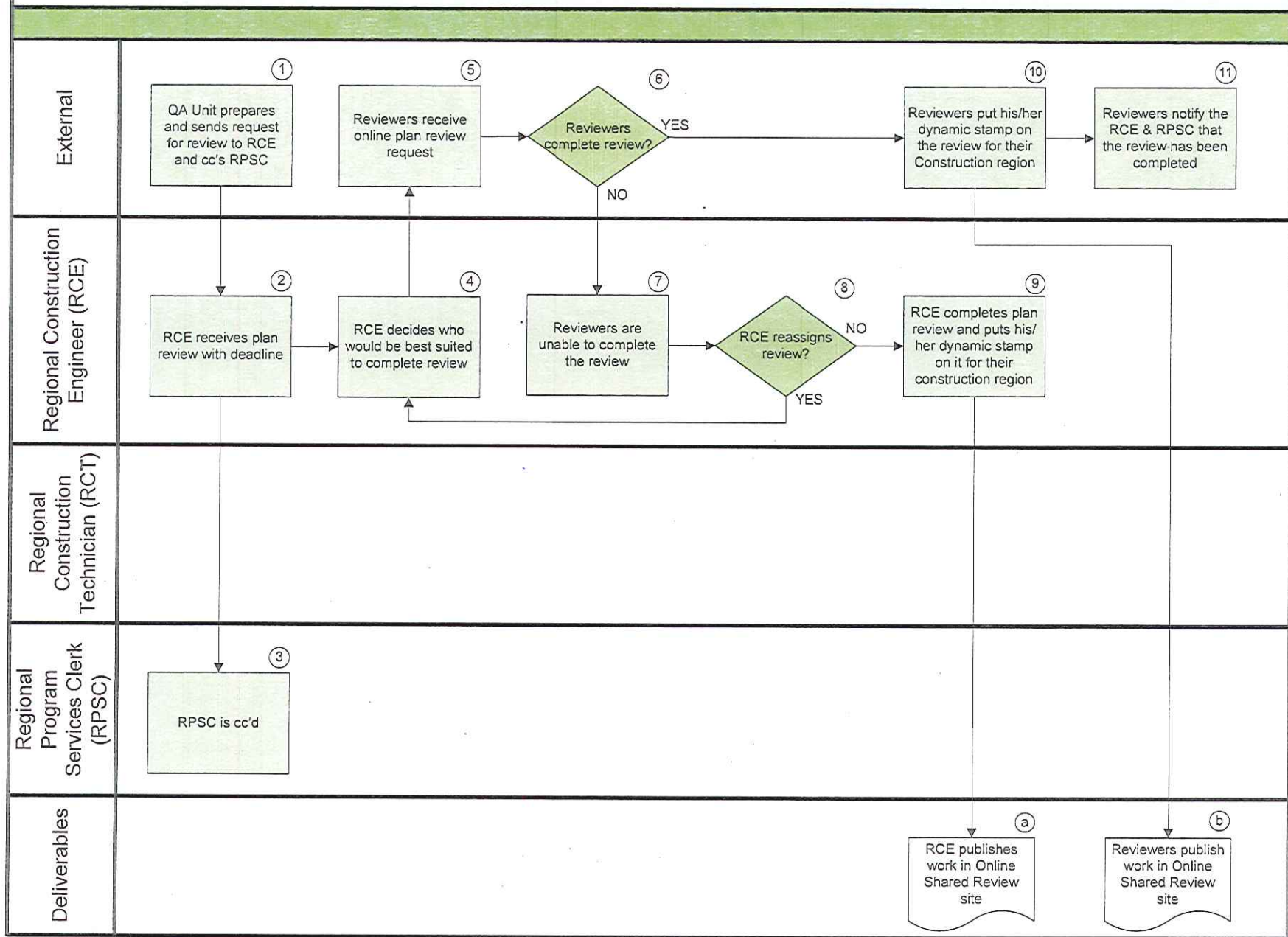


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Tab 13
}

Plan Review Process



Plan Review Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Quality Assurance Unit prepares and sends request for review to Regional Construction Engineer (RCE) and cc's Regional Program Services Clerk (RPSC)		Quality Assurance Unit prepares and sends request for review via email to RCE and cc's RPSC	
2. Regional Construction Engineer (RCE) receives plan review with deadline		RCE receives electronic plan review with deadline for review to be completed	
3. Regional Program Services Clerk (RPSC) is cc'd		RPSC is cc'd for tracking purposes	
4. Regional Construction Engineer (RCE) decides who would be best suited to complete review		RCE decides 2-3 people whom would be best suited to complete review and have the time	Review assignment attempts to match reviewer's experience to the type of project as well as their availability If Resident Engineer (RE) is chosen for the project they should be one of the reviewers
5. Reviewers receive online plan review request		Reviewers receive online plan review request via email with time limit and the Regional Program Services Clerk (RPSC) is cc'd	The reviewers can choose to do the review on a hard copy set of plans that would be delivered to the regional staff when completed
6. Reviewers complete review?		If Yes, go to Step 10 If No, proceed to Step 7	The Online Shared Review (OLSR) Users Guide can be found on the G:drive in the Quality Assurance (QA) Unit folder or by contacting the QA Unit. http://aotteam/ProgramDev/Construction/QualityAssurance/FAQ/Reviewer%20Guide%20Basics.pdf
7. Reviewers notify the Regional Construction Engineer (RCE) that plan review not complete		Reviewers notify the RCE that they were unable to complete the plan review	
8. Regional Construction Engineer (RCE) reassigns review?		If Yes, go to Step 4 If No, proceed to Step 9	

Plan Review Process
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Process Steps	Available Step Aides	Key Activities	Points of Interest
9. Regional Construction Engineer (RCE) completes plan review and puts his/her dynamic stamp on it for their construction region		RCE completes plan review and puts his/her dynamic stamp in the designated area for their Construction region on the review signatures page	"Dynamic stamp" is a signature in the Online Shared Review (OLSR)
10. Reviewers put his/her dynamic stamp on the review for their Construction region		Reviewers put his/her dynamic stamp in the designated area for their Construction region on the review signatures page	"Dynamic stamp" is a signature in the Online Shared Review (OLSR)
11. Reviewers notify the Regional Construction Engineer (RCE) & Regional Program Services Clerk (RPSC) that the review has been completed		Reviewers notify the RCE & RPSC that the review has been completed for tracking purposes	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Reviewers publish work in Online Shared Review site		Reviewers publish work in Online Shared Review site	
b. Regional Construction Engineer (RCE) publishes work in Online Shared Review site		RCE publishes work in Online Shared Review site	