

Document Release Notice

Document Number:	UC-01-F7	Title:	Utility Adjustment Agreement Closeout Checklist	
Current Revision #:	1	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	2	DRN Number:	10196	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	6/30/2010	Document Type:	QMS Form - ROW	Choose from Drop Down Menu - left

Summary of Proposed Changes:

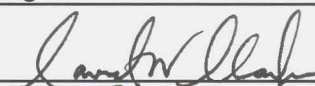
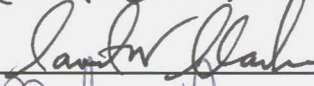
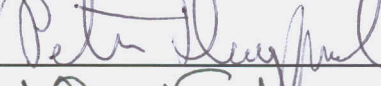

- Include paragraph numbers or other references & attach a copy of the new or revised documents)
- For new documents, indicate "Original Release"

Revise UC-01-F7 Utility Adjustment Agreement Closeout Checklist to delete "Executed Utility Adjustment Agreement (attached)".

Reason for New Release / Revision / Obsolescence:

The above mentioned item is not required for the Utility Adjustment Agreement Closeout Checklist.

Required Signatures:

Title:	Printed Name	Signature	Date:
Originator	Dave Clarke		6/30/10
Process or Content Owner	Dave Clarke		6/30/10
	(Alt - Clif Davis)		
Quality Manager	Peter Claypool		7/2/2010
	(Alt - Micki Ellis)		
Document Control	Md Omar Faruk		07/07/2010
	(Alt - Peter Claypool)		

From: Faruk, Omar
Sent: Wednesday, July 07, 2010 4:35 PM
To: Faruk, Omar
Subject: QMS Manual Updates

Original Releasez

The below procedure and forms have been released to the QMS Manual.

Doc #	Document Title	Rev	Originator	DRN#	Changes
CRV-05	Quantity Tracking and Test Frequency Verification	0	Frank Yuan	10184	Original Release
CRV-05-F1	Placement Quantity Tracking of Earthwork	0	Frank Yuan	10184	Original Release
CRV-05-F2	Placement Quantity Tracking of Base Courses	0	Frank Yuan	10184	Original Release
CRV-05-F3	Placement Quantity Tracking of Surface Treatment Aggregates	0	Frank Yuan	10184	Original Release
CRV-05-F4	Placement Quantity Tracking of Hydraulic Cement Concrete	0	Frank Yuan	10184	Original Release
CRV-05-F5	Placement Quantity Tracking of Hot Mixed Asphalt	0	Frank Yuan	10184	Original Release

Minor Revision

The following form has been released into the QMS Manual as a minor revision. If your role requires your involvement in the execution of this form, it is now your responsibility to retrieve the latest version from the QMS manual published on www.ntta.org and familiarize yourself with the changes. Upon review, if you determine you require further clarification or training, it is your responsibility to contact the PMO Business Process Owner for the same.

Doc #	Document Title	Rev	Originator	DRN#	Changes
UC-01-F7	Utility Adjustment Agreement Closeout Checklist	2	Dave Clarke	10196	Revised to delete "Executed Utility Adjustment Agreement (Attached)"

The QMS Manual is available at the below location:

<http://www.ntta.org/WorkingWithUs/NTTA+QMS+Manual+and+Forms/>

Thanks,

Md Omar Faruk

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- New Revision (Proposed) -

UTILITY ADJUSTMENT AGREEMENT CLOSEOUT CHECKLIST

Contract Number:		Utility Company:	
Utility Coordinator:		Date:	
Requirements - To be completed and verified by Utility Coordinator		Completed	Date Completed
Project Closeout Letter (attach form UC-01-F8)		Y <input type="checkbox"/>	
Submittal of all Project Record Drawings from Utility to NTTA (uploaded to EPDS Content Management)		Y <input type="checkbox"/>	
Final Payment Request - including final changes to contract price (attached)		Y <input type="checkbox"/>	
List of Change Orders and Supplemental Agreements (attached)		Y <input type="checkbox"/> N/A <input type="checkbox"/>	
Final Inspection Report (attached)		Y <input type="checkbox"/> N/A <input type="checkbox"/>	

I certify that, to the best of my knowledge and abilities, the submitted documentation is accurate, complete and fulfilled the terms of the Utility Adjustment Agreement as signed, unless otherwise indicated by Changes Orders or Supplemental Agreements.

Utility Coordinator (signature) Date

Review & Approved by:

ROW Development Manager (signature) Date

Review & Approved by:

PMO Contracts Manager (signature) Date

Review and Accepted by NTTA: _____
Director of Project Delivery (signature) Date
Review and Accepted by NTTA: _____
Director of Procurement Services (signature) Date

Distribution: NTTA Contracts Management, PMO Program Support

- Redline -

UTILITY ADJUSTMENT AGREEMENT CLOSEOUT CHECKLIST

Contract Number:		Utility Company:	
Utility Coordinator:		Date:	
Requirements - To be completed and verified by Utility Coordinator		Completed	Date Completed
Executed Utility Adjustment Agreement (attached)		Y <input checked="" type="checkbox"/>	_____
Project Closeout Letter (attach form UC-01-F8)		Y <input type="checkbox"/>	
Submittal of all Project Record Drawings from Utility to NTTA (uploaded to EPDS Content Management)		Y <input type="checkbox"/>	
Final Payment Request - including final changes to contract price (attached)		Y <input type="checkbox"/>	
List of Change Orders and Supplemental Agreements (attached)		Y <input type="checkbox"/> N/A <input type="checkbox"/>	
Final Inspection Report (attached)		Y <input type="checkbox"/> N/A <input type="checkbox"/>	

I certify that, to the best of my knowledge and abilities, the submitted documentation is accurate, complete and fulfilled the terms of the Utility Adjustment Agreement as signed, unless otherwise indicated by Changes Orders or Supplemental Agreements.

Utility Coordinator (signature)	Date
Review & Approved by:	
ROW Development Manager (signature)	Date
Review & Approved by:	
PMO Contracts Manager (signature)	Date

Review and Accepted by NTTA:	
Director of Project Delivery (signature)	Date
Review and Accepted by NTTA:	
Director of Procurement Services (signature)	Date

Distribution: NTTA Contracts Management, PMO Program Support

DOCUMENT RELEASE NOTICE - CLOSEOUT CHECKLIST

DRN Number 10196

To be completed BEFORE the DRN is released

	YES	NO	N/A
Latest revision of QM-12-F1 form used and submitted by the originator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft copy of the new/revised documents has been submitted with QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft copy inclusive of embedded files (pictures, visio flowcharts) has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All required information have been provided in QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper document type has been selected in Document Type box of QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant type(s) of change have been marked in Type of Change box of QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process owner/originator submitted training record where change is classified as major	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A DRN number is assigned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New/revised document was created/changed using current QM-12-F2 format	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compared the word documents with source files to create redline as applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All spelling has been checked and found correct	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Latest NTTA logo is available in the document if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Originator and all review team members have approved and signed QM-12-F1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All requested changes have been incorporated in the source file	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments have been referenced in the parent procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments/Procedures have been referenced in all other documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All external website hyperlinks are correct	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All the internal QMS links are correct and working fine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Forms/Attachments/Procedures have been linked to their associated documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
New Forms/Records have been added to the Record Matrix	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Prepared by:	Checked by:
Date:	07/07/2010	
Name:	MD OMAR FARUK	
Signature:	<i>MD. Omar Faruk</i>	

To be completed AFTER the DRN is released

Revised/New document is available in updated online version of QMS Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All links in the new/revised documents are working fine	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All flowcharts in the document are visible/readable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An e-mail notification has been sent to the distribution list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanned e-mail notification and inserted into DRN number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Updated DRN tracking log with release information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moved DRN working folder to Archive folder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filed hard copy of the DRN package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet for Controlled Document Numbers has been updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet for Document Linking updated as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verified By:	Date:	Name:	Signature:
	07/07/10	MD OMAR FARUK	<i>MD. Omar Faruk</i>