

Document Release Notice

Document Number:	QM-12-F1	Title:	Document Release Notice	
Current Revision #:	6	Type of Change:	<input type="checkbox"/> ORIG RELEASE <input checked="" type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	7	DRN Number:	10207	<input type="checkbox"/> MAJOR <input checked="" type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	7/13/2010	Document Type:	QMS Form - QM	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"


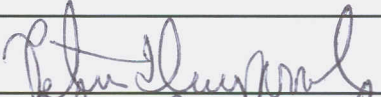
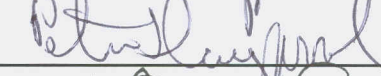

Revise the form QM-12-F1 Document Release Notice to update the Required Signatures List as follows:

1. PMO Construction Manager - Replace John Woelfel with Guy Van Baulen
2. Deputy Program Manager - Replace Cliff Davis with N/A
3. Alternate Program Manager - Replace Cliff Davis with N/A
4. Document Control - Replace Peter Claypool with Sylvia Ehret

Reason for New Release / Revision / Obsolescence:

QM-12-F1 Document Release Notice needs to be updated due to the recent changes in PMO team.

Required Signatures:

Title:	Printed Name	Signature	Date:
Originator	Md Omar Faruk		7/13/2010
Process or Content Owner	Peter Claypool		7/13/2010
	(Alt - Micki Ellis)		
Quality Manager	Peter Claypool		7/13/2010
	(Alt - Micki Ellis)		
Document Control	Md Omar Faruk		7/14/2010
	(Alt - Peter Claypool)		

Faruk, Omar

From: Ehret, Sylvia
Sent: Wednesday, July 14, 2010 3:20 PM
To: Ehret, Sylvia
Subject: QMS Manual Updates

Minor Revision

The following documents have been released into the QMS Manual as a minor revision. If your role requires your involvement in the execution of this procedure, 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
QM-10	Corrective and Preventive Action	5	Troy Federspiel	10204	Section 6.4.1 updated to direct Quality Team to enter the response submittal date into the proper field in EPDS
QM10-A1	Corrective Action Reference Card	2	Troy Federspiel	10203	Section 6.4 updated to direct Quality Team to input the response submittal date into the "Validation Due Date" field in EPDS.
QM-12-F1	Document Release Notice	7	Md Omar Faruk	10207	Revised Required Signatures List.

The QMS Manual is available at the below location:

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

Thank You,

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Sylvia Ehret
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NTTA Program Management Office
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Plano, TX 75093
(972) 447-3313
sehret@ntta.org

	NTTA PS&E Manual	NTTA Design Guidelines Manual	NTTA Maintenance Design Guidelines Manual	NTTA CAD Guidelines Manual	NTTA Pavement Design Manual	NTTA Construction Manual	NTTA Roadway Electrical System Manual	NTTA Sign and Traffic Device Manual	NTTA Sign Policy Manual	NTTA Project Communications Manual
Content Owner	Darla Payberah	Gary Mueller	Scott Brush	Nikki Simon	Cif Davis	Guy Van Baulen	Scott Brush	Scott Brush	Scott Brush	Leigh Hornsby
Alternate	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - Ken Ishmael)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)
Program Manager	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe
Alternate	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)
Director of Project Delivery	Elizabeth Mow	Tony Lucido	JC Wood	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	JC Wood	JC Wood	JC Wood	Kim Jackson
Alternate	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)	(N/A)
Assistant Executive Director	Gerry Carrigan	Allen Clemson	Clayton Howe	Gerry Carrigan	Gerry Carrigan	Gerry Carrigan	Clayton Howe	Clayton Howe	Clayton Howe	Kim Tolbert
Alternate	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - Allen Clemson)	(N/A)	(N/A)	(N/A)	(N/A)
Quality Manager	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool
Alternate	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)
Document Control	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
Alternate	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)

	NTTA Standard	NTTA Special Specification	NTTA Special Provision	NTTA Front End Document	Special
Design Manager	Darla Payberah	Specifications Manager	Nikki Simon	Nikki Simon	Nikki Simon
Alternate	(Alt - N/A)	Alternate	(Alt - N/A)	(N/A)	(N/A)
Deputy Program Manager	(N/A)	Deputy Program Manager	(N/A)	(N/A)	(N/A)
Alternate	(Alt - Steve Knobbe)	Alternate	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)
Program Manager	Steve Knobbe	Program Manager	Steve Knobbe	Steve Knobbe	Steve Knobbe
Alternate	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)
Department Director	Elizabeth Mow	Department Director	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow
Alternate	(Alt - N/A)	Alternate	(Alt - N/A)	(N/A)	(N/A)
Assistant Executive Director	Gerry Carrigan	Assistant Executive Director	Gerry Carrigan	Gerry Carrigan	Gerry Carrigan
Alternate	(Alt - Elizabeth Mow)	Alternate	(Alt - Elizabeth Mow)	(Alt - Elizabeth Mow)	(Alt - Elizabeth Mow)
Technical Oversight Leader	Mark Bouma	Assistant Executive Director	Mark Bouma	Mark Bouma	Mark Bouma
Alternate	(Alt - N/A)	Alternate	(Alt - N/A)	(N/A)	(Alt - N/A)
Document Control	Md Omar Faruk	Document Control	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
Alternate	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)
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QMS Form - CA	QMS Form - ROW	QMS Form - PC	QMS Form - ENV	QMS Form - PI	QMS Form - AG	QMS Form - IT	QMS Form - CRV
Mike Hutchison	Dave Clarke	Lisa Thomas	Julie Morse	Leigh Hornsby	Dave Clarke	Pam Paul	John Roberts
(Alt - Micki Ellis)	(Alt - Clif Davis)	(Alt - Sue Farmer)	(Alt - Ashley Oliver)	(Alt - Holly Becka)	(Alt - Clif Davis)	(Alt - Pawel Lucer)	(Alt - N/A)
Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool
(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)
Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)
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QMS Form - UC	QMS Form - FD	QMS Form - SD	QMS Form - PM	QMS Form - CON	QMS Form - QM	QMS Form - DM
Dave Clarke	Darla Payberah	Darla Payberah	Carmen Merryfield	John Woelfel	Peter Claypool	Md Omar Faruk
(Alt - Clif Davis)	(Alt - Nikki Simon)	(Alt - Nikki Simon)	(Alt - N/A)	(Alt - Ken Ishmael)	(Alt - Micki Ellis)	(Alt - Sylvia Ehret)
Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool
(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)
Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)
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	QMS Document - CA	QMS Document - ROW	QMS Document - PC	QMS Document - ENV	QMS Document - PI	QMS Document - AG	QMS Document - IT	QMS Document - CRV
Process or Content Owner	Mike Hutchison	Dave Clarke	Lisa Thomas	Julie Morse	Leigh Hornsby	Dave Clarke	Pam Paul	John Roberts
Alternate	(Alt - Micki Ellis)	(Alt - N/A)	(Alt - Sue Farmer)	(Alt - Ashley Oliver)	(Alt - Holly Becka)	(Alt - Clif Davis)	(Alt - Pawel Lucer)	(Alt - N/A)
Assistant Program Manager	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis
Alternate	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)
Program Manager	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe
Alternate	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)
Director of Project Delivery	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow
Alternate	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)
Quality Manager	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool
Alternate	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)
Document Control	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
Alternate	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)
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	0	0	0	0	0	0	0	

QMS Document - UC	QMS Document - FD	QMS Document - SD	QMS Document - PM	QMS Document - CON	QMS Document - QM	QMS Document - DM
Darla Payberah	Darla Payberah	Darla Payberah	Carmen Merryfield	John Woelfel	Peter Claypool	Md Omar Faruk
(Alt - N/A)	(Alt - Nikki Simon)	(Alt - Nikki Simon)	(Alt - N/A)	(Alt - Ken Ishmael)	(Alt - Micki Ellis)	(Alt - Sylvia Ehret)
Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis	Micki Ellis
(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)	(Alt - Steve Knobbe)
Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe	Steve Knobbe
(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)	(Alt - N/A)
Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow	Elizabeth Mow
(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)	(Alt - Mark Bouma)
Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool	Peter Claypool
(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)	(Alt - Micki Ellis)
Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk	Md Omar Faruk
(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)	(Alt - Sylvia Ehret)
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DRN Number 10207

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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:	07/14/2010	
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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Spreadsheet for Document Linking updated as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Verified By:	Date:	Name:	Signature:
	07/14/2010	MD OMAR FARUK	<i>Md. Omar Faruk</i>