

Memorandum

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To: ALL STAFF
Geotechnical Services
Division of Engineering Services

Date: July 1, 2007

From: JAMES E. DAVIS
Deputy Division Chief
Geotechnical Services



Subject: Quality Control/Quality Assurance Documentation on LOTB Sheets

The Department has made changes to its plan sheet border to assist with the District's implementation of quality control/quality assurance activities. Per a memorandum dated March 20, 2007 by Mark Leja, Chief, Division of Design, the plan sheet borders have been updated to ensure that quality controls are being conducted to produce complete and accurate project plan sheets. Geotechnical Services has incorporated these changes in its LOTB sheet borders and is implementing the quality control and quality assurance measures presented herein. Effective August 1, 2007, all Geotechnical Services staff and consultants shall use the procedures presented in this memorandum when preparing LOTB sheets.

The LOTB border has designated sections for the placement of at least four names and one signature. The roles and responsibilities associated with each are explained in the following sections.

Field Investigation By: The *field investigator* is the person(s) who directs the field operations, performs the logging, and prepares the draft paper or electronic (gINT) logs for submittal to the Engineering Graphics Unit.

Drawn By: The person(s) who prepare the electronic (Micro Station) LOTB plan sheet. Typically this is a draftsman in the Engineering Graphics Unit.

Checked By: The *checker* is a licensed or unlicensed person, experienced with the Department's logging and presentation practice, who performs an independent quality control check of the LOTB sheet. The quality control check consists of a review of the draft final LOTB sheet(s) provided by the Engineering Graphics Unit for conformance with all relevant standards. The *checker* shall evaluate the LOTB sheets(s) considering: the field logs provided by the *field investigator*; laboratory test results; approved *Request for Exceptions*; and the appropriate version of the *Soil and Rock Logging, Classification, and Presentation Manual*. The quality control check shall include a review of all

information presented on the LOTB sheet, including the logs, notes, layouts and border. The *checker* shall discuss any errors found during his/her review with the *field investigator* and/or *registered professional* and assure that all errors are resolved before the LOTB is signed and stamped. The attached *LOTB Quality Control Checklist* and *Signature Sheet* shall be completed by the *checker* and then provided to the *functional supervisor* for his/her approval and signature.

Registered Professional: The *registered professional* is a registered civil engineer, geotechnical engineer, professional geologist and/or a certified engineering geologist registered in the State of California who takes responsible charge of the LOTB sheet. Prior to approving and signing the LOTB sheet, the *registered professional* shall review the LOTB sheet for content and conformance with standards and assure that the *LOTB Quality Control Checklist(s)* and *Signature Sheet* are completed, approved, and placed in the geotechnical project file.

Functional Supervisor: The *functional supervisor* is the person in the functional unit responsible for providing oversight of the *registered professional* and *checker*. The *functional supervisor's* signature on the *Log of Test Boring QC/QA Signature Sheet* indicates that he/she has assured that the quality control/quality assurance process described herein has been followed and that the LOTB sheets are in full compliance with current Departmental standards. In situations where a senior engineer or senior engineering geologist is the *registered professional*, the manager (Supervising Transportation Engineer) or his/her designated independent senior engineer or senior engineering geologist shall be the *functional supervisor*.

Time charging for performing activities relating to the process presented herein shall be to the appropriate project EA and activity code and using a special designation of 6QCQALOTB.

Attachment