

**EXHIBIT B - EXAMPLE QUALITY CONTROL REVIEW FORM**  
**Quality Control Review Sign-Off Form**

<b>Client:</b> _____	<b>Date to Reviewer:</b> _____
<b>Project Name:</b> _____	<b>Review Deadline:</b> _____
<b>Client &amp; Job Number:</b> _____	<b>Actual Review Date:</b> _____
<b>Project Manager:</b> _____	<b>Deliverable Due Date:</b> _____
<b>Reviewer:</b> _____	<b>Actual Hours:</b> _____
<b>Production Coordinator:</b> _____	<b>Project Type:</b> _____
<b>Item Reviewed:</b> _____	<b>Task/Activity:</b> _____
<b>Project Task or Phase:</b> _____	
<b>Deliverable %:</b> _____	<b>Internal Review</b> <b>External Review</b>

Type of Review	Comment Sheet Attached/Emailed	Completed by Reviewer	
		Initial	Date
<b>Reports:</b>			
Environmental			
Master Plans			
Reports and Documents			
Technical Memorandum			
<b>Other:</b>			
<b>Design:</b>			
Architectural			
Calculations			
Civil			
Cost Estimates			
Electrical			
Spec and/or Front-Ends			
Instrumentation & Control			
Mechanical			
Plan & Profile (Pipeline)			
Process			
Structural			
Stormwater			
<b>Other:</b>			
<b>Miscellaneous:</b>			
Submittal/Previous QC Backcheck			
Drafting Backcheck			
Project Guide			
O&M Manuals			
Survey Datums & Sea Level Rise			
<b>Other:</b>			

**Notes:**  
 Please return "signed" QC Review Sign-off Form and markups to your assigned Production Coordinator.

**Signatures:**

_____	_____
Project Manager	Date - Response to Comments
_____	_____
QC Reviewer	Date - Resolution Accepted

**Instructions:**

1) Project Manager fills out QC Review form & transmits to assigned QC Reviewer with document(s); 2) After review, QC Reviewer returns reviewed document/completed QC Review form to PM with comments; 3) Project Manager is responsible for reviewing comments, making appropriate changes/notations, & informing QC Reviewer of changes made; 4) QC Reviewer completes form upon resolution.

QA-QC Program Coord.

_____	_____
Signature	Date

Source Acknowledgement: Project Quality Management Plan developed for SR 152 Corridor Management Study, prepared for VTA by HDR Engineering, Inc., July 2009.