

Document Release Notice

Document #:	CON-08	Title:	Construction Contractor Pay Estimate	
Current Revision #:	N/A	Type of Change:	<input checked="" type="checkbox"/> ORIG RELEASE <input type="checkbox"/> REVISION <input type="checkbox"/> ARCHIVE <input type="checkbox"/> OBSOLETE	
New Revision #:	0	DRN Number:	10371	<input checked="" type="checkbox"/> MAJOR <input type="checkbox"/> MINOR <input type="checkbox"/> ADMIN
Date Submitted:	10/17/2011	Document Type:	QMS Document - CON	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"


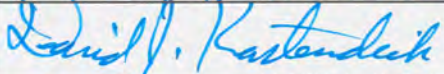

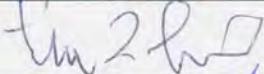
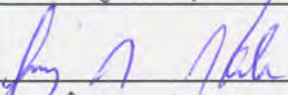
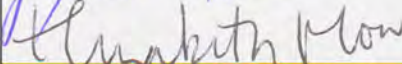
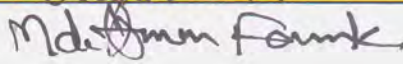
Original Issue

Reason for New Release / Revision / Obsolescence:

This procedure is being split out from CA-02 Rev 6. This part being ⁷split out only includes the Construction Pay Estimate portion of the original procedure.

Split

Required Signatures:

Title	Printed Name	Signature	Date
Originator	David Kastendick		11/23/11
Subject Matter Expert	David Kastendick		11/23/11
NTTA Manager	Enrique Guillen		11/23/2011
Quality Manager	Troy Federspiel		12/1/2011
PD Contracts Manager	Ijay Nkele		12/20/11
Director of Project Delivery	Elizabeth Mow		12-27-11
Document Control	Md Omar Faruk		02/01/2012

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1.0 PURPOSE:

The purpose of this procedure is to define the process for generating and approving Construction Contractor Pay Estimates for the NTTA.

2.0 RESPONSIBILITIES:

- 2.1 Assistant Executive Director (AED) – The AED shall be responsible for approving and signing the hard copy Payment Recommendation Transmittal (PRT) when the pay estimate is greater than \$25,000.00.
 - 2.2 Director of Project Delivery (DPD) – The DPD shall be responsible for reviewing and approving all Project Delivery funded Construction Contractor Pay Estimates in EPDS and signing the hard copy Pay Estimate and the PRT.
 - 2.3 Director of Maintenance – The Director of Maintenance shall be responsible for reviewing, approving all Maintenance Department funded Construction Contractor Pay Estimates, and signing the hard copy pay estimates and upon EPDS integration, shall be responsible for approving pay estimates in EPDS.
 - 2.4 Director of Information Technology – The Director of Information Technology shall be responsible for reviewing, approving all Information Technology Department funded Construction Contractor Pay Estimates, and signing IT Construction Contracts in EPDS and signing the hard copies and PRT.
 - 2.5 NTTA Manager of Construction Project Delivery – The NTTA Manager of Construction Project Delivery shall be responsible for reviewing and recommending approval of the assigned construction contractor pay estimates in EPDS.
 - 2.6 NTTA Technical Oversight Leader – The NTTA Technical Oversight Leader shall be responsible for reviewing and recommending approval of the assigned construction contractor pay estimates in EPDS.
 - 2.7 NTTA Manager representing NTTA Maintenance or NTTA Information Technology – The designated NTTA Manager shall be responsible for reviewing and recommending approval of any assigned construction contractor pay estimates in EPDS.
 - 2.8 NTTA Project Delivery (PD) Contracts Manager – The NTTA PD Contracts Manager shall be responsible for reviewing the approved pay estimate hard copy and signing the Payment Recommendation Transmittal (PRT) for Project Delivery funded Construction Contractor Pay Estimates.
 - 2.9 NTTA Maintenance Assigned Manager – The NTTA Maintenance Assigned Manager shall be responsible for reviewing the approved pay estimate hard copy and signing the Payment Recommendation Transmittal (PRT) for Maintenance funded Construction Contractor Pay Estimates.
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- 2.10 NTTA Information Technology (IT) Assigned Manager – The NTTA IT Assigned Manager shall be responsible for reviewing the approved pay estimate hard copy and signing the Payment Recommendation Transmittal (PRT) for IT funded Construction Contractor Pay Estimates.
- 2.11 Construction Manager / Resident Engineer – The Construction Manager / Resident Engineer shall be responsible for reviewing and recommending approval of the construction contractor pay estimate in EPDS.
- 2.12 Office Engineer – The Office Engineer working for the NTTA assigned Construction Manager / Resident Engineer shall be responsible for creating the construction contractor pay estimate in EPDS and for making any adjustments required as the pay estimate is reviewed and ultimately approved.
- 2.13 Project Delivery Construction – The assigned Project Delivery Construction staff (can be consultant or NTTA staff) shall be copied in EPDS when the Construction Manager / Resident Engineer recommends approval to the NTTA Manager of Construction and shall be responsible for reviewing the Pay Estimate. The NTTA Manager of Construction will typically hold the Pay Estimate for approximately 24 hours in case either PD Construction or the Corridor Manager / Resident Engineer request the Pay Estimate be rejected and re-submitted. Any comments after approval shall be sent to the Office Engineer for adjustment on the next Progress Payment.
- 2.14 Corridor Manager / Project Manager – The Corridor Manager / Project Manager or assigned Deputy Corridor Manger shall be copied in EPDS when the Construction Manager / Resident Engineer recommends approval to the NTTA Manager of Construction and shall be responsible for reviewing the Pay Estimate. The NTTA Manager of Construction will typically hold the Pay Estimate for approximately 24 hours in case either PD Construction or the Corridor Manager / Resident Engineer request the Pay Estimate be rejected and re-submitted. Any comments after approval shall be sent to the Office Engineer for adjustment on the next Progress Payment.
- 2.15 PD Technical Specialist – The PD Technical Specialist shall be responsible for obtaining DPD and AED signatures and subsequently delivering the original pay estimate package to the NTTA Finance/Accounting Department for review and payment.
- 2.16 Project Delivery (PD) Invoice Management Staff – The PD Invoice Management Staff shall be responsible for printing of the pay estimate and routing for approval.
- 2.17 NTTA Maintenance Staff Member – The NTTA Maintenance Staff Member shall be responsible for printing of the pay estimate, for obtaining Department Director signature and subsequently delivering the original pay estimate package to the NTTA Finance/Accounting Department for review and payment.
- 2.18 NTTA IT Staff Member – The NTTA IT Staff Member shall be responsible for printing of the pay estimate, for obtaining Department Director signature and subsequently delivering the original pay estimate package to the NTTA Finance/Accounting Department for review and payment.
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3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA construction contractor pay estimates

4.0 REFERENCES:

NTTA Construction Manual Section 5.15 - Pay Estimates and Computations
CON-07 Control of Nonconforming Items during Construction

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

Basic Pay Estimate Rules:

- Payment for construction services shall utilize the NTTA’s electronic workflow application tool called “EPDS – Invoices Pre-Commit Module”, referred to as “EPDS Pay Estimate” in this procedure.
- Construction Contractor Pay Estimates shall be created in most circumstances on a monthly basis as an estimate of all acceptably completed and measured quantities of work for a monthly progress payment.
 - The contractor shall not be paid for unacceptable items considered “nonconforming” or “in dispute” until resolved.
- The contractor will be paid for any incentives or specification driven bonuses earned and added to the contract by an NTTA approved Change Order during the current payment period.
- In addition, the contractor will be accessed any accrued penalties during current payment period.
- Construction Contractor Pay Estimates are created when a contractor is active.
 - During periods of little or no activity, the payment period may cover more than one month.
 - Special circumstances, such as releasing retainage (if applicable) or paying mobilization, can have more than one pay estimate may be created per month, and do not have to wait until a regular monthly date, but this condition shall require coordination with and pre-approval by NTTA before processing this type of Pay Estimate.
- Due date is 1st day each month by 10:00am in EPDS to NTTA Construction Manager assigned to review and recommend approval of Pay Estimate. In case of holiday or weekend deadline is extended to next working day.
 - Normal Pay Estimate cutoff date is nominally 25th of each month.
 - Cutoff of 25th may be adjusted by Construction Manager / Resident Engineer to fit work and Contractor request BUT doesn’t change 1st of month deadline which MUST be met.

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- Construction Manager / Resident needs to make clear to the Contractor that all Material on Hand (MOH) requests need to be submitted with full documentation in time to be review and submitted to make the above deadlines or they will be considered for the next progress payment. The Pay Estimate is not to be held up, but shall be submitted to NTTA by the first of the month.

6.1 Office Engineer Duties: The Office Engineer shall generate an electronic EPDS Pay Estimate for completed and measured quantities of work in accordance with CON-08-A1. The following activities shall be performed by the Office Engineer:

- Enter quantities from Daily Pay Item Report of all work deemed acceptable by the Construction Manager / Resident Engineer and available for payment to the contractor.
 - This can be done daily or as daily inspection reports are reviewed by the Chief Inspector and a draft Pay Estimate can be created.
 - These quantities can be printed as draft and shared with the Contractor as the month progresses. There is no need to wait until the end of the month to enter these items in EPDS.
 - The Contractor should be made aware of the quantities intended for payment for the cutoff period each month and given draft copies for completed work.
 - Also the Contractor should be made aware of any NCRs or otherwise disputed quantities that are being withheld from progress payment until an outstanding issue is resolved.
 - The Contractor should be made aware if the Progress Schedule has not been approved and if the Construction Manager / Resident Engineer intends to withhold 10% of the progress payment until the schedule can be re-submitted and approved.
 - The Contractor should be made aware of any Liquidated Damages to be assed in this progress payment period due to any contract milestones, substantial completion or final completion dates missed.
 - The Contractor should be made aware of any contract adjustments per a spec item or bonuses or incentive payments for reaching milestone per the contract that are intended to be applied to this Pay Estimate.
- Complete Contract Time Statement Form CON-08-F1 and have it signed by the Construction Manager / Resident Engineer and scanned and attached to the Pay Estimate in EPDS.
- Complete, scan and attach Material on Hand, TxDOT worksheet Form 1914
- Complete, scan and attach Material on Hand, TxDOT worksheet Form 1915
- Scan and attach backup documentation
- Submit the EPDS electronic Pay Estimate to the Construction Manager / Resident Engineer for review.

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6.2 Construction Manager / Resident Engineer Duties: The Construction Manager / Resident Engineer shall review the EPDS Pay Estimate for accuracy, completeness, compliance and progress status, and if issues are found, shall return it to the Office Engineer for correction and re-submittal. If recommended for approval, the Construction Manager / Resident Engineer shall:

- Prepare a written statement relating actual job progress and budget to the latest approved job progress/budget and scan the above statement and attach it to the EPDS electronic Pay Estimate
- Submit the EPDS Pay Estimate to the designated NTTA Manager, based on the funding department-
 - Manager of Construction Project Delivery, NTTA Technical Oversight Leader, Project Delivery Alternate Delivery Manager (For Project Delivery funded projects)
 - Director of Information Technology or designated Manager (For NTTA IT funded projects)
 - Director of Maintenance or designated Manager (FOR NTTA Maintenance funded projects)
- At the same time of submitting the EPDS Pay Estimate the Construction Manager / Resident Engineer shall send copies to Project Delivery Construction and the Corridor Manager / Project Manager in EPDS for review. The NTTA Manager will hold the Pay Estimate approval for approximately 24 hours in case either PD Construction or the Corridor Manager / Project Manager requests the Progress Payment be rejected and re-submitted. Any comments after approval should be sent to the Office Engineer for appropriate adjustment on the next Progress Payment.

6.3 The designated/funding NTTA Manager shall review the EPDS Pay Estimate, and if issues are found, shall return it to the Office Engineer for correction and re-submittal. If recommended for approval, the designated/funding NTTA Manager shall submit the EPDS Pay Estimate to the designated NTTA Department Director, based on the funding department -

- Director of Information Technology
- Director of Maintenance
- Director of Project Delivery

6.4 The designated/funding NTTA Department Director shall review the EPDS Pay Estimate, and if issues are found, shall return to the Office Engineer for correction and re-submittal. If no issues are found, the Department Director shall approve the EPDS Pay Estimate and send an EPDS notification to the appropriate staff member for further processing..

Project Delivery funded Construction Contracts Only (6.5 – 6.9):

6.5 The PD Invoice Management Staff shall:

- Print out the Pay Estimate
- Log the Pay Estimate in the Pay Estimate Tab of the Project Delivery Tracking System
- Prepare the PRT

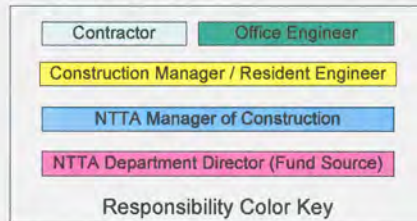
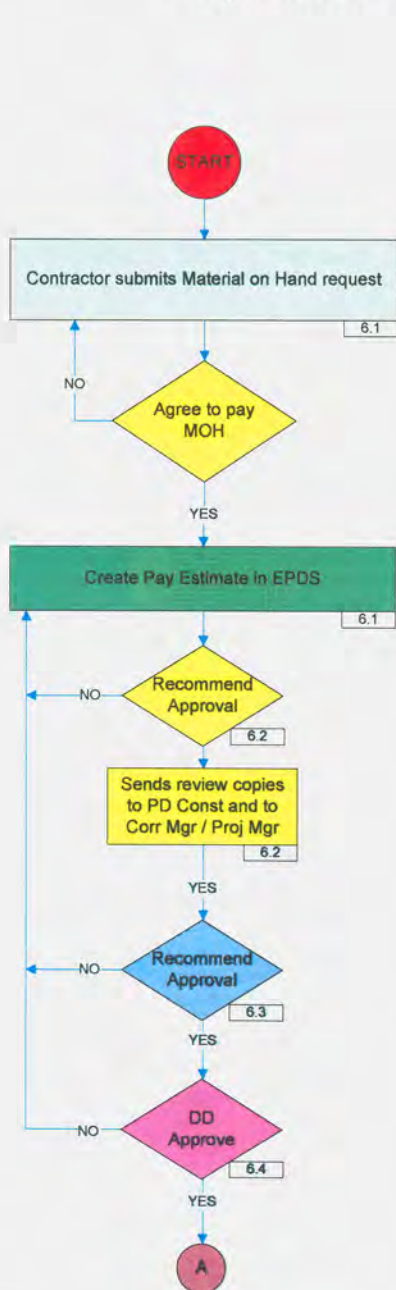
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- Forward the original Pay Estimate package to the PD Contracts Manager
- 6.6 The PD Contracts Manager shall review the original Pay Estimate, initial the PRT, and forward the Pay Estimate package to the PD Technical Specialist. If the PRT is rejected the PD Contracts Manager shall return it to the PD Invoice Management Staff.
- 6.7 The PD Technical Specialist shall perform the following activities:
- Forward to the DPD for review and signature on the PRT
 - Forward to the AED, when the Pay Estimate is greater than \$25,000, for review and signature on the PRT
 - Create a receipt against the purchase order in PeopleSoft
 - Make a file copy of the signed original Pay Estimate Package and forward it to the PD Invoice Management Staff
 - Forward the signed original Pay Estimate Package to the NTTA Accounting Department
- 6.8 The Invoice Management Staff shall perform the following activities:
- Scan the file copy of the signed original Pay Estimate Package and upload the PDF into Content Management.
 - Return the file copy of the signed original Pay Estimate Package to the PD Technical Specialist
- 6.9 The PD Technical Specialist shall file the signed copy of the Pay Estimate Package in the PD Plan Room
- 7.0 **REGULATORY REQUIREMENTS:**
N/A
- 8.0 **RELATED BOARD POLICY:**
- [NTTA Business Opportunity Program and Policy](#)
- 9.0 **COMPONENT DOCUMENTS:**
- CON-08-F1 NTTA Contract Time Statement ([create link](#))
 - CON-08-A1 EPDS Workflow Reference Card ([create link](#))
 - TxDOT worksheet Form 1914 ([create link](#))
 - TxDOT worksheet Form 1915 ([create link](#))
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10.0 FLOWCHART:

CON-08 Construction Contract Pay Estimate Process Flowchart



Contractor submits any requests for Material on Hand (MOH) on TxDOT Forms 1914 & 1915 with paid invoices as back-up to the Construction Manager / Resident Engineer.

Construction Manager / Resident Engineer reviews MOH request and determines if it has sufficient back-up and meets Item 9.7 criteria and is located at the job site.

Office Engineer creates EPDS Pay Estimate

- Enters quantities of all complete items
- Checks to see if Contractor Progress Schedule submitted and approved or if 10% penalty will be assessed on this Pay Estimate
- Checks to see if Liquidated Damages are being assessed
- Add any bonuses or penalties accrued this Pay Estimate
- Attaches Material On Hand documentation
- Creates CON-08-F1 (Contract Time Statement)

Construction Manager / Resident Engineer:

- Reviews Pay Estimate
- If Recommends Approval, Then sends informational copies for concurrent review to PD Construction and to Corridor Manager / Project Manager
- Prepares written statement relating actual job progress to current approved schedule and attaches in EPDS
- Signs Contract Time Statement and attaches in EPDS

NTTA Manager:

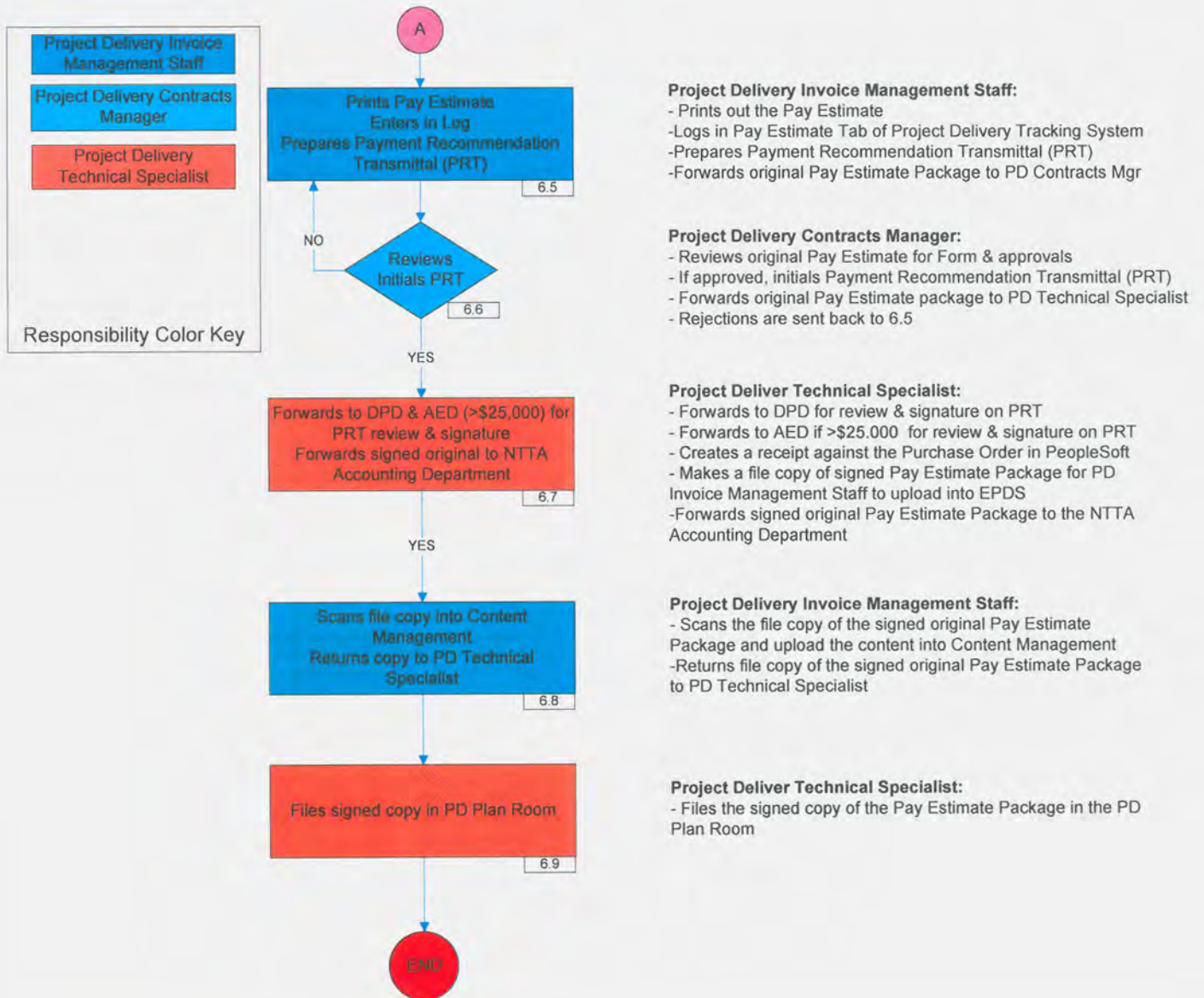
- Reviews Pay Estimate & Material on Hand Attachments
- Reviews Contract Time Statement
- Checks Schedule Progress Attachment Statement from Construction Manager / Resident Engineer & Pay Item to withhold 10% of Progress Pay Estimate for this month until schedule is approved
- Checks Liquidated Damages & Contract Adjustments

NTTA Department Director:

- Reviews Pay Estimates
- Approves or Rejects Pay Estimate

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Construction Pay Estimate Process for Project Delivery funded NTTA Projects Only

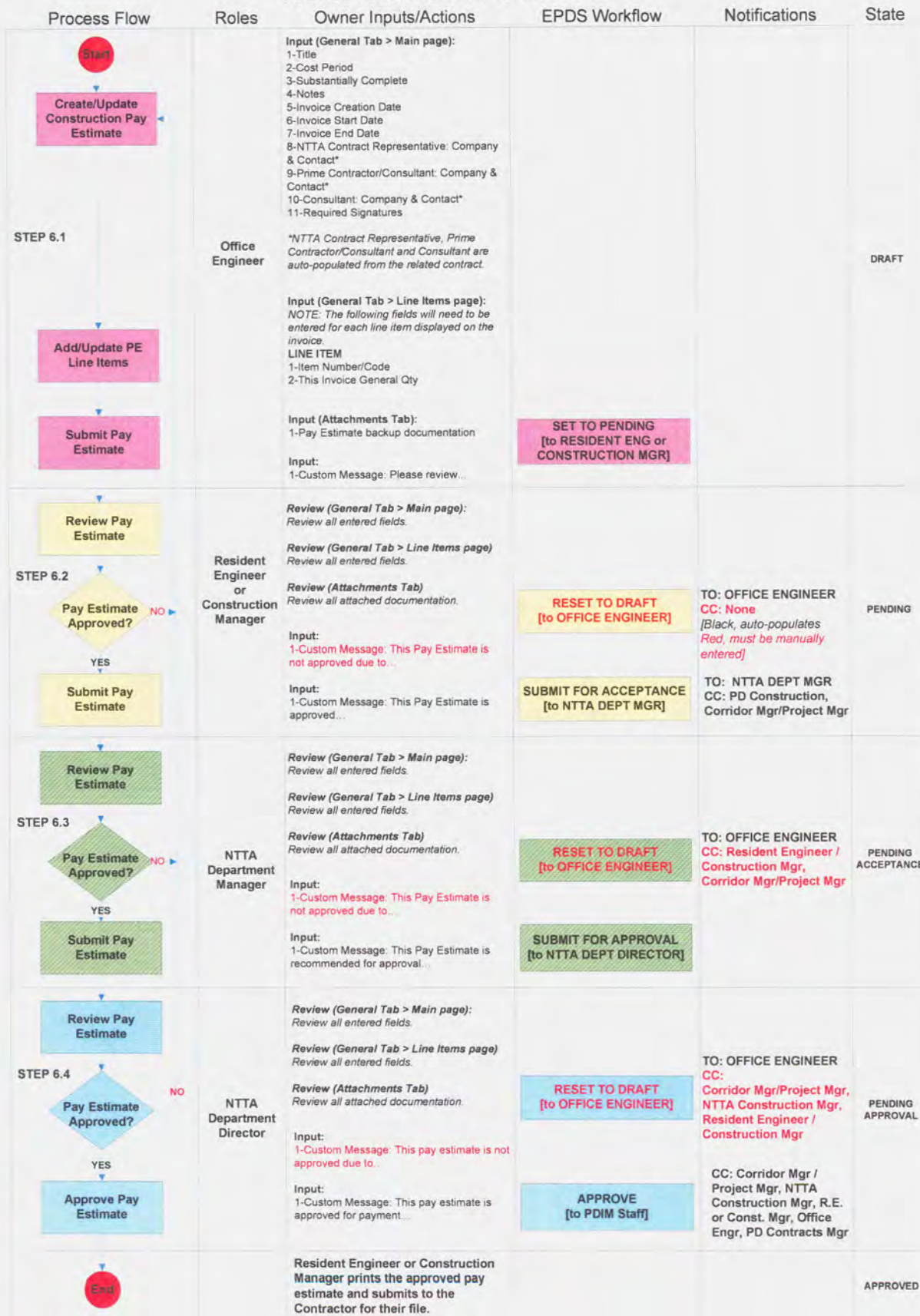


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11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	David Kastendick	TBD	10371	Original Issue - This procedure is being created for Construction Contract Pay Estimates. Previously referenced in CA-02.

- EPDS Construction Pay Estimate Workflow - Reference Card CON-08-A1



CONTRACT TIME STATEMENT

Contractor's Notice to Proceed (NTP) Date:	MM/DD/Year
Per contractor Date Time Charges Begin:	MM/DD/Year
Number of Days to Substantial Completion at Bid:	
Number of Days Adjusted by Change Order:	
Current number of Days:	
Days charged Previously:	
Days charged this Period:	
Days charged to Date:	
Date Physical Work Complete:	MM/DD/Year

Assessed Liquidated Damage Days Previously:	
Contract Liquidated Damage Rate:	
Liquidated Damage Days This Period:	
Liquidated Damage Days To Date:	
Total Amount of Liquidated Damages To Date:	\$0.00

Milestone Bonus or Penalty:	
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Construction Manager / Resident Engineer

Corridor:	
Section:	
Contract #:	

Pay Estimate Period:	
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Contractor:	
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	In Contract	Actual
Milestone 1 Days:		
Milestone 2 Days:		
Milestone 3 Days:		
Milestone 4 Days:		
Milestone 5 Days:		

Notes:

Date

+ 60

Training Roster

Sign-In Sheet

October 19, 2011 : 9:00 am - 12:00 pm

CON-08 Construction Pay Estimate Training

First	Last	Email	Phone	Company	Job Title	System Role	Signature
ANGEL	KARIR	AKARIR@RTG-TEXAS.COM	940.465.2505	RTG	Proj ENGR		<i>Angel Karir</i>
Joe	Crable	Joe.Crable@hdrinc.com	972.207.9901	HDR	Chief Insp		<i>Joe Crable</i>
Kathy	Henderson	khenderson@ntta.org	214.254.8920	KBR	Auditor		<i>Kathy Henderson</i>
Cindi	Anderson	canderson2@ntta.org	214.224.2133	KBR	office mgr		<i>Cindi Anderson</i>
Karen	Wade	kwade@ntta.org	214/878-9705	ATKINS	Sr.Prog. ASST		<i>Karen Wade</i>
Guy	Van Baulen	gvanbaulen@ntta.org	214.377.8274	HNTB	Construct Mgr.		<i>Guy Van Baulen</i>
BRYAN	HUNT	bryan.hunt@lamb-star.com	214/478-6130	LAMB-STAR	ENGINEER		<i>Bryan Hunt</i>
CHRIS	TOTIN	ctotin@ntta.org	972 898 8330	HDR	Proj Cont.		<i>Chris Totin</i>
Craig	Phillips	cphillips@ntta.org	214-416-1734	TIT	D.F		<i>Craig Phillips</i>
David	Kastendick	dkastendick@ntta.org	214-221-3024	HNTB	Sr Const Mgr	PD Const Oversight	<i>David Kastendick</i>

Training Roster

Sign-In Sheet

October 20, 2011 : 9:00 am - 12:00 pm


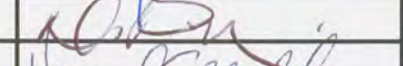
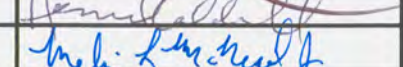
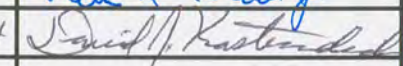
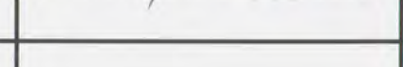
CON-08 Construction Pay Estimate Training

First	Last	Email	Phone	Company	Job Title	System Role	Signature
Melvin	McNeal	m.mcneal@vrxglobal.com	(972) 999-5919	VRX	Const. Eng.		<i>Melvin McNeal</i>
Tom	Hunt	thunt@emai.engr.com	214-998-4279	McDonough Assoc.	RE	RE	<i>Tom Hunt</i>
Bret	McMillan	bmcmillan@NTA.org	214-325-0814	KBR	Const Eng.		<i>Bret McMillan</i>
MICHAEL	SWENSON	mswenson@nta.org	714-224-2252	KBR	CM	CST	<i>Michael Swenson</i>
Chris	Brook	cbrook@mbaker.com	817-905-8000	Baker	CM		<i>Chris Brook</i>
Shri	Eathdeptra	seath					
		sridhar.eathdeptra@atkinsglobal.com	214-709-8338	ATKINS	Asst RE	Asst RE	<i>E. Shri</i>
Jason	Barkley	jbarkley@nta.org	(214) 725-1167	KBR	Chief Inspector	Office Engineer	<i>Jason Barkley</i>
David	Kastendick	dkastendick@nta.org	214-224-3094	HNTB	Sr Const Mgr.	PD Const. Oversight	<i>David L. Kastendick</i>
SLOAN	ST. Germain	sstgermain@NTA.org	469-576-2556	KBR	Const. Eng.	Office Engineer	<i>Sloan St. Germain</i>

Training Roster

Sign-In Sheet

October 26, 2011 : 10:30 am - 12:00 pm
CON-08 Construction Pay Estimate Training

First	Last	Email	Phone	Company	Job Title	System Role	Signature
ANGEL	KARR	AKARR@RTG-TEXAS.COM	(512) 293 3631	RTG	Proj Engr		
Tony	Bokale	nader.Bokale@atkinsglobal.com	(214) 986-7834	ATKINS	PM		
Howard	Caldwell	howard.caldwell@hdrinc.com	(972) 249 5430	HDR	PM		
Melvin	McNeal	m.mcneal@vrkglobal.com	(972) 999-5919	VRK	Const. Engr.		
David	Kastendick	dkastendick@ntta.org	214-224-3094	HNTB	Sr. Const Mgr.	PD Const Oversight	

Training Roster

Sign-In Sheet

October 26, 2011 : 8:30 am - 10:00 am
CON-08 Construction Pay Estimate Training

First	Last	Email	Phone	Company	Job Title	System Role	Signature
WILLIAM	GOODELL		214-288-1838	ATKINS	SR PROJ MAN	RE	
MICHAEL	DILLON	MIKE.DILLON@LAMB-STAR.COM	409-516-2635 STAR.COM	LAMB-STAR	Const Group Mgr	RE	
MARC	Moser	Marc.Moser@Lamb-Star.com	214-534-5232	Lamb-Star	Project Coordinator		
BRYAN	Dennis	bdennis@ntta.org	214-224-2281	HNTB	Asst. SP VQ	RE/PM	
Tom	HUNT	thunt@maingr.com	214-998-4279	MAI	RE	RE	
Shri	Sathapane	srividhar.sathapane@atkins.com	214-709-8338	ATKINS	Asst - RE	RE	
Marty	Holbake	marty.holbake@kbr.com	217-254-8914	KBR	Construction Mgr	PM	
Million	Weldemariam	mweldemariam@kbr.com	214-869-2001	KBR	R. Eng.	RE	
HARVEY	Opperman	hopperman@ntta.org	817-229-5353	CF	RE	RE	
Gerald	Waltman	gwaltman@ntta.org	214/325-5545	KBR	RE	RE	
Bruce	DinkHeller	DinkHeller@PSWinc.com	469-466-1555	TII	PM	PM	
David	Kastendick	dkastendick@ntta.org	214-224-3094	HNTB	PD Const Oversight	Sr Const Mgr	

Faruk, Omar

From: Faruk, Omar
Sent: Monday, February 13, 2012 2:19 PM
To: Kastendick, David
Cc: Nkele, Ijay; Musa, Basel; Federspiel, Troy
Subject: QMS Release and EPDS Proliance Help Files

Tracking:	Recipient	Delivery
	Kastendick, David	Delivered: 2/13/2012 2:19 PM
	Nkele, Ijay	Delivered: 2/13/2012 2:19 PM
	Musa, Basel	Delivered: 2/13/2012 2:19 PM
	Federspiel, Troy	Delivered: 2/13/2012 2:19 PM

David,

As you know the new procedure, CON-08 was released in the QMS recently. Please advise if any EPDS Proliance Help Files need to be updated.

Thanks,
Omar

DOCUMENT RELEASE NOTICE - CLOSEOUT CHECKLIST

DRN Number 10371

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All the internal QMS links are correct and working fine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Forms/Attachments/Procedures have been linked to their associated documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Forms/Records have been added to the Record Matrix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Prepared by:	Checked by:
Date:	<u>02/01/2012</u>	
Name:	<u>MD OMAR FARUK</u>	
Signature:	<u>Md. Omar Faruk</u>	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All flowcharts in the document are visible/readable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An e-mail notification has been sent to the distribution list	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scanned e-mail notification and inserted into DRN number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verified By:	Date:	Name:	Signature:
	<u>02/01/2012</u>	<u>MD OMAR FARUK</u>	<u>Md. Omar Faruk</u>