



**FTE'S INTERNAL QA CHECKLIST  
FOR ELECTRONIC DELIVERY REVIEW OF  
PRODUCTION PS+E (FINAL S+S) SUBMITTAL**



**FPID(S):** \_\_\_\_\_ **REVIEW DATE:** \_\_\_\_\_ **REVIEWER:** \_\_\_\_\_

**FDOT CPCH COMPLIANCE CERTIFICATION CHECKLIST**

- ✓ Checklist completed + signed by EOR

**PEDDS HARDCOPY DOCUMENTS**

- ✓ Manifest Document signed by preparer
- ✓ Signatory Documents signed + sealed by each responsible professional of record

**PEDDS PROJECT DELIVERY**

- ✓ Project Authentication Test run without any error(s)
- ✓ Project Authentication Test SHA-1 hash code matches on submitted Manifest Document
- ✓ Project Authentication Test SHA-1 hash code matches on each submitted Signatory Document
- ✓ All plan sheets electronically S+S (exceptions: existing bridge plans + standard sheets)
- ✓ Specifications Package electronically S+S
- ✓ TSPs electronically S+S as individual PDF files

**DESIGN + ENGINEERING DATA**

- ✓ All design files related to plans / specs / comp book
- ✓ Reference Files: No missing reference files
- ✓ Reference Files: All references attached without "saving full path"
- ✓ Project geometry in LandXML format ( points + profiles + chains + DTM ) saved in \data folder
- ✓ CADD QC: Quality Control reports for all DGN files
- ✓ CADD QC: Any exceptions should be approved by FTE Production PM and noted in the Project Journal

**DIRECTORY STRUCTURE**

- ✓ Correct root project folder (complete 11 digit FPID with no spaces or dashes)
- ✓ No folder(s) added or missing from basic directory structure
- ✓ Valid sub-folder names (no special characters !@#%&() / no spaces / not longer than 16 characters)

**FILE NAMES**

- ✓ Valid CADD and PostScript file names (no special characters !@#%&() / no spaces / not longer than 16 characters)
- ✓ No duplicate data and/or files names

**EDI FILES**

- ✓ Project.PDF: Correct orientation for all sheets
- ✓ Project.PDF: Matches plotted PostScript files
- ✓ SheetNDX.htm: Project description matches key sheet
- ✓ SheetNDX.htm: All sheets follow correct sheet sequence + link to correct PostScript file
- ✓ SheetNDX.htm: One link per existing bridge PDF  
EX: Sheet No BX-1 - BX-10 EXISTING BRIDGE PLANS - BRIDGE 123456
- ✓ SheetNDX.htm: Strung project FPIDs (if applicable) links to main project index.
- ✓ Critical EDI files at root: SheetInfo.xml / ProjectFiles.htm / ProjectIndex.xml / Index.xml / EDIProject.edi / 12345615201.pcf
- ✓ Project Journal: Software version declarations for MicroStation / GEOPAK / Electronic Delivery / PEDDS
- ✓ PostScript Files: Each electronically signed + sealed sheet contains note + references correct rule
- ✓ PostScript Files: All plan sheet PS image files stored in discipline's eng\_data folder
- ✓ PostScript Files: PostScript file naming convention followed

**SPECIFICATIONS PACKAGE**

- ✓ Specifications Package in PDF format stored within \specs folder
- ✓ Specifications cover page contains notice for electronic signing + sealing
- ✓ TSP cover sheets contain notice for electronic signing + sealing (if any)

**COMPUTATION BOOK**

- ✓ Comp book in PDF format stored within \preestim folder ( 123456-1-52-01\_COMP\_BOOK.PDF )

**SETMAKER EXTRACTION**

- ✓ Bid sub-set extracted using the SetMaker application

**PRODUCTION DATE:** \_\_\_\_\_

Production date based on receipt of all acceptable, required production deliverables.