



Project Delivery Network  
**Geotechnical Design QC Checklist**

Version  
02/0 /2014

QC Manager:  
UDOT Central Geotechnical Engineer

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## Introduction

The Project Delivery Network Geotechnical Design QC Checklist is to be used with the [UDOT QC/QA Procedures](#). This checklist is a tool to assist the project team in verifying all work is produced with due diligence, using acceptable industry standard techniques, available resources and data, and reasonable decisions by competent professionals. The checklist is a tool and cannot replace the sound judgment and experience of competent professionals. It is the Design Team's responsibility to verify the quality of project documents **before** distribution.

For suggestions or answers to questions please contact:

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### QC Documentation

Consistently documenting the QC process is an essential step to the QC procedures. The documentation provides the following benefits:

1. It confirms for project teams that each step in the QC process was completed correctly.
2. It confirms for UDOT that the QC procedures are followed consistently by all project teams.
3. It provides the opportunity for all to find ways of improving the QC/QA procedures.

Documentation has always been used by the project team to perform required quality assurance verification and has been maintained by the design team for reference during construction. It has also served as the way for UDOT to perform project audits to verify the design team followed the required QC/QA procedures. Providing this documentation in ProjectWise increases the opportunities to realize the benefits of QC documentation.

UDOT **requires** the Originator to upload all QC documentation for each deliverable into ProjectWise and attribute it as directed by this QC/QA Design Checklist (see *Recommended QC Documentation Table*). Every deliverable and applicable checklist item must have some form of documentation demonstrating the QC was completed. The QC documentation must be uploaded at or before each milestone review package distribution. The QC process is incomplete until all QC documentation is uploaded and attributed correctly.

The following recommendations are provided for creating QC documentation files:

- Provide all QC documentation required to review the QC process.
- Separate or combine QC documentation into files that are logical for the size and complexity of the project. For example, smaller projects can combine multiple disciplines' plan sheets into one QC file while larger projects should maintain separate files.
- Insert the entire final deliverable copy into the file before the QC check prints.  
*Example:* M&P deliverable, M&P check prints
- Collate the plan sheets, specifications, and special provisions so that each sheet and spec. has the deliverable and check print redlines together.  
*Example:* EC-01 deliverable, EC-01 check prints, EC-02 deliverable, EC-02 check prints, etc.

### UDOT QC Documentation Recommendations and Instructions

A balance between consistency and flexibility is required to meet the demands of quality control and the variation in project scopes, teams, budgets, and methods. UDOT is not providing a list of requirements for QC documentation to help meet this balance. UDOT is only requiring that the project team provide all QC documentation, upload it to ProjectWise, and attribute it properly.

*Recommended QC Documentation* and *UDOT QC Instructions* are provided within the checklist to assist project teams, Checkers, and QA reviewers. These recommendations and instructions are given as guidance and are not meant to change the way a project team performs their QC process if the process meets all UDOT requirements. Project teams may adapt the recommendations and instructions as needed or use them to verify their process meets UDOT's requirements. The recommendations and instructions are not and cannot be completely comprehensive so it is necessary for project teams to make some alterations to the recommendations as needed to meet specific project challenges.

The *UDOT QC Instructions* for each checklist item or group of checklist items can be found italicized under the corresponding items followed by the right justified *Recommended QC Documentation*.

Not all checklist items have a recommended QC documentation. The completed checklist serves as the QC documentation for these items. Provide additional documentation when available.

Some checklist items require coordination, acceptance, or approval to be completed. A space has been provided for these items to identify the documentation being provided as evidence of completion.

The **Originator** is responsible to have all their work checked and to provide and upload all documentation. The **Checker** is responsible to complete a thorough check and provide all documentation to the Originator. Complete QC reviews **before** deliverable distribution.

### QC Checklist Instructions

It is **required** to complete and upload into ProjectWise all 14 Design QC Checklists unless otherwise noted by the UDOT Project Manager on the Project QC/QA Plan (*see the UDOT QC/QA Procedures for the Project QC/QA Plan form and instructions*). The Checker must verify all items in the checklist are complete and correct for each deliverable listed along with any additional items the Checker deems necessary.

- The checklist items are not to be interpreted as the only items that need to be checked.
- The Checker places his or her name in the space provided at the beginning of the checklist. Fill out one checklist and include all names if multiple Checkers are used for the same deliverable. Place the Checker's initials next to each item they checked. Use the text box to the left of the item number provided in the form for the Checkers' initials unless the item is not applicable.
- Check the checkbox next to each item that has been checked. Place an **NA** in the checkbox or the text box provided to the left of each item number if the item is not applicable to the project. **ALL** items must have check mark or NA.
- Provide documentation demonstrating the action occurred for checklist items that recommend **Approval Documentation, Coordination Documentation, or Acceptance Documentation**. Documentation may be formal communications, emails, meeting notes, phone conversation logs, or other forms that document communication process. Place the file name in the space provided and follow the attributing convention in the Recommended QC Documentation Table.
- Provided at the end of each checklist is an Estimate Review Checklist. Complete and submit this checklist when checking the estimate as well as completing any checkboxes found on the activity checklist.
- A comments sheet is provided at the end of each discipline's checklist for the Originator and Checker to make comments, notes, and clarifications. Only one comment sheet is provided to minimize space and printing when printing the entire checklist. Use this sheet to document and consolidate the QC check comments.
- Each discipline checklist is separated into activity checklists. Complete the activity checklists necessary for the phase of the project. The Recommended QC Documentation table recommends uploading each activity checklist as a separate file. The checklists may be combined, but each

checklist must be included in the file name and attributed properly (example: QC\_4U1\_4U3\_Checklist\_dddmmmyy).

- Every checklist item in each section of all required Design QC Checklists (see the Project QC/QA Plan) must be completed. It is unacceptable to address an entire section with a blanket statement or a continuous line through all boxes. Each item must have “NA” next to it even if an entire activity or section is not applicable.
- Previously completed checklists may need to be completed again if, after a milestone, changes were made to elements checked on the previous checklist. Complete the necessary checklist items associated with the changed element and mark “NA” on all other items. Combine these checklists with the existing phase checklist into one file (example: QC\_4R1\_3R1\_Checklist\_dddmmmyy).
- Do not recheck items that have been QC checked previously and have not changed or are not affected by a change.

The Originator is required to upload the completed checklist into ProjectWise and attribute it correctly (see *Recommended QC Documentation Table*) once all items are checked and verified. Properly attributed documents can be verified by checking the QC Saved Search folders in ProjectWise.

The following explanations are to aid in completing the QC checklist items:

- A checklist item deemed “complete,” “correct,” or “accurate” does not denote that the item is perfect, but rather that the item satisfies design criteria based on known information, acceptable techniques, and sound judgment.”
- A checklist item deemed “addressed” denotes the item as “reviewed all known concerns and verified the concerns are appropriately mitigated and satisfy design criteria.” Addressed concerns are not necessarily incorporated into the design, but satisfactorily mitigated.
- A checklist item deemed “identified” denotes the item as “an acceptable and economical approach to satisfy design criteria based on known information.”
- A checklist item deemed “verified” denotes the item as “verified the approach/conclusion as acceptable based on known information.”

### QC Documentation ProjectWise/Attributing Instructions

ALL QC documentation must be uploaded into ProjectWise and attributed correctly. Please see [UDOT ProjectWise Online Training](#) for more information on ProjectWise and attributing documents.

There are three potential attributing scenarios for all QC documentation in ProjectWise:

1. Not in ProjectWise initially (e.g. scanned documents that will be uploaded/attributed)
2. Already in ProjectWise but either not attributed or attributed incorrectly
3. Already in ProjectWise and correctly attributed for another reason but also in need of a supplemental attribute specifically for QC

No matter how the required documents initially exist, all must be attributed for QC as directed below or the QC documentation is not considered complete as required

It is *required* to properly attribute ALL QC documentation. To assist project teams properly name and attribute each document, the following table *Recommended QC Documentation* provides naming and attributing conventions for all recommended QC documentation. These naming and attributing conventions can be adapted for use with all additional documentation or altered for combining documents. Name a file logically with all elements included in the file and follow the naming and attributing convention if altering or combining files. Remember, the goal of naming and attributing is to make the document searchable by someone not intimately associated with the project.

## Recommended QC Documentation

Recommended Documentation	Naming Convention	Document Type Filter	Document Type	Document Subtype	Document Phase***
Preliminary Geotechnical Investigation with Summaries Redlines	<i>PIN_QC_Prelim_GeotechInvestigation_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	Scoping
Preliminary Work Plan Redlines	<i>PIN_QC_GeotechWorkPlan_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	Scoping
Checklist 1G1	<i>PIN_QC_1G1_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	Scoping
Acceptance Documentation	<i>PIN_QC_Geotech_AcceptDocID_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PIH
Subsurface Exploration Plan Redlines	<i>PIN_QC_Geotech_SUE_Plan_mmddyy</i>	Geotechnical	QC/QA +	Design	PIH
Subsurface Exploration Location Sketch Redlines	<i>PIN_QC_Geotech_SUE_Locations_mmddyy</i>	Geotechnical	QC/QA +	Design	PIH
3G1 Checklist	<i>PIN_QC_3G1_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PIH
Soil Test Summary Redlines	<i>PIN_QC_Geotech_SoilTestSummary_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PIH
3G2 Checklist	<i>PIN_QC_3G2_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PIH
Structure Foundation Type Memo Redlines	<i>PIN_QC_Geotech_StrFoundType_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PIH
3G3 Checklist	<i>PIN_QC_3G3_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PIH
Geotechnical Recommendations Redlines	<i>PIN_QC_Geotech_RecommendationID_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PS&E
Geotechnical Report Redlines	<i>PIN_QC_Geotech_Report_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PS&E
4G1 Checklist	<i>PIN_QC_4G1_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PS&E
Soil Data Sheets Redlines	<i>PIN_QC_SoilData_PlanSheets_mmddyy</i>	Geotechnical	QC/QA +	Plan Sheet	PS&E
Geotechnical Detail Sheets Redlines*	<i>PIN_QC_DT_PlanSheets_Geotech_mmddyy</i>	Geotechnical	QC/QA +	Plan Sheet	PS&E
Special Provisions Redlines*	<i>PIN_QC_Specs_PSE_mmddyy**</i>	Roadway Design	QC/QA +	Project Documents	PS&E
4G2 Checklist	<i>PIN_QC_4G2_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PS&E
Geotechnical Comment Resolution Form	<i>PIN_CRF_Geotech_mmddyy</i>	Geotechnical	QC/QA +	Comment Resolution	PS&E
Final Geotechnical Report Redlines	<i>PIN_QC_Geotech_Report_mmddyy</i>	Geotechnical	QC/QA +	Project Documents	PS&E
4G3 Checklist	<i>PIN_QC_4G3_Checklist_mmddyy</i>	Geotechnical	QC/QA +	QC Checklist	PS&E

\*Files typically combined with other disciplines into one documentation file. Coordinate with the other disciplines that will provide these documents and the Design Leader. If not combined into one project QC file, provide appropriate file name identifiers and attributing.

\*\* Use *Pin\_QC\_SpecNo\_SpecName\_mmddyy* when separating spec files; maintain correct attributing.

\*\*\* Use the appropriate document phase; this list is given as a guide.

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# 1G1 Conduct Preliminary Geotechnical Investigation

Identify potential issues that may affect the design and construction of the project. Identify preliminary mitigations and develop a plan to select and design appropriate mitigations.

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## References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT Project Delivery Network](#)
  3. [UDOT QC/QA Procedures](#)
  4. [UDOT Practical Design Guide](#)
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## Preliminary Geotechnical Investigation

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All known information was reviewed and summarized. The following sources were researched for the summary:
  - a.  Previous geotechnical/geological investigations/reports
  - b.  Previous construction plans/as-builts
  - c.  Construction monitoring data
  - d.  Geologic Mapping
  - e.  Research reports
  - f.  Landslide/rock fall evaluations and studies
  - g.  Seismic studies (including site specific analysis)
2.  A field visit was conducted and observations summarized. The following items are addressed in the summary.

a. <input type="checkbox"/> Maintenance history and existing conditions	e. <input type="checkbox"/> Surface water
b. <input type="checkbox"/> Site accessibility and potential traffic problems	f. <input type="checkbox"/> Erosion patterns
c. <input type="checkbox"/> Topography	g. <input type="checkbox"/> Geologic structure and soil/rock profiles
d. <input type="checkbox"/> Potential geotechnical subsurface investigation utility conflicts	h. <input type="checkbox"/> Additional surface features
	i. <input type="checkbox"/> Landslide/rockfall potential
3.  Preliminary liquefaction/lateral spread review was conducted.
4.  All known issues that may impact or affect the design and construction are included in the summary.
5.  Preliminary strategies adequately address each known issue.

*Check all summaries, calculations, etc. following the UDOT QC/QA Procedures Section 3.*

**Recommended QC Documentation: Preliminary Geotechnical Investigation with Summaries Redlines**

**Preliminary Work Plan (Scope)**

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  Summary of preliminary geotechnical findings and assumptions is brief and accurate.
2.  The information needed to verify and complete the final geotechnical design is identified.
3.  The preliminary work plan (scope) for obtaining the necessary information and completing the geotechnical investigation includes the following:
  - a.  A plan
  - b.  Cost estimate
  - c.  Schedule
  - d.  Methods for collecting and testing samples, including sampling intervals

*Check the work plan following the UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Preliminary Work Plan Redlines**

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## 3G1 Conduct Geotechnical Investigation

Conduct subsurface exploration for all roadway fills and cuts, retaining walls, and structures. Coordinate with roadway and structure design engineers to identify the location of the subsurface explorations. Refer to the [UDOT Geotechnical Manual of Instruction](#) for guidance.

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### References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT CADD Standards](#)
  3. [UDOT Project Delivery Network](#)
  4. [UDOT QC/QA Procedures](#)
  5. [UDOT Practical Design Guide](#)
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### Subsurface Exploration Plan

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All exploration locations are accepted by the UDOT Geotechnical Section before field work has begun.

Acceptance Documentation: \_\_\_\_\_

2.  All potential permits and necessary clearances are identified and obtained.
  - a.  UDOT encroachment permits
  - b.  Permission to access private property
  - c.  Railroad right of way
  - d.  Environmental clearances and permits
3.  Access and layout of the subsurface explorations are clear and complete.
  - a.  Cut and fill slope cross sections are included.
  - b.  Foundation locations and sizes are included.
  - c.  The subsurface exploration and soil testing plan are complete for all investigations.
  - d.  The field reconnaissance plan is complete.
  - e.  Environmentally sensitive sites are identified.
4.  Traffic control plans are complete.
5.  All utility owners received the locations of the proposed subsurface explorations.
6.  Utility clearances were obtained through owners and Blue Stakes.
7.  All field drill logs meet the G-MOI standards.

*Check the plan following the UDOT QC/QA Procedures Section 3.3 and 3.4.*

**Recommended QC Documentation: Subsurface Exploration Plan Redlines**

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### Submit Samples for Testing

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All samples follow the AASHTO requirements for custody logging. Any deviations from AASHTO requirements have been well documented and the potential impacts recorded.
2.  All samples have been handled in accordance with AASHTO and G-MOI requirements. Any deviations from AASHTO or G-MOI requirements have been well documented and the potential impacts recorded.
3.  All samples have necessary documentation for transfers and storage to the lab.
4.  All field logs are submitted with samples.

*Follow the required QC procedures for conducting and documenting the sampling and testing. This checklist is to be completed by a geotechnical project team member to verify the above items were completed.*

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### Subsurface Exploration Location Sketch

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All subsurface exploration locations are included.
2.  All locations include the correct project stations, offsets (or northing/ easting) and ground surface elevations.

*Check the sketch following the UDOT QC/QA Procedures Section 3.3.*

**Recommended QC Documentation: Subsurface Exploration Location Sketch Redlines**

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## 3G2 Conduct Geotechnical Testing

Conduct laboratory soil testing and prepare the soil test summary.

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### References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT Project Delivery Network](#)
  3. [UDOT QC/QA Procedures](#)
  4. [UDOT Practical Design Guide](#)
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### Individual Soil Test Results

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  The testing program is in accordance with G-MOI standards and accepted by the UDOT Geotechnical Section prior to testing.
2.  The field logs are included with the testing program.
3.  All soil testing was conducted per AASHTO/AMRL standards and G-MOI standards.
4.  The laboratory conducting the soil test is AASHTO/AMRL accredited.
5.  The laboratory's QC/QA plan and QSM for testing were followed precisely.
6.  All samples that were disturbed, contaminated, or otherwise compromised are noted as to the condition and potential impacts on the test results.
7.  All samples are preserved and will be retained in their original state until released by UDOT.

*Follow the required QC procedures for conducting and documenting the testing. This checklist is to be completed by a geotechnical project team member to verify the above items were completed.*

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### Soil Test Summary

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  A summary table containing the laboratory testing results is provided.
2.  All irregularities or compromised samples are noted.
3.  All information is presented is clear, concise, complete, and accurate.
4.  Required individual soil test reports are included.

*Check the summary following the UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Soil Test Summary Redlines**

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## 3G3 Complete Foundation Type Memo

Complete structure foundation type memo for the structure design engineer.

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### References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT QC/QA Procedures](#)
  3. [UDOT Practical Design Guide](#)
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### Structure Foundation Type Memo

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  The structure foundation type analysis is appropriate and addresses all concerns in accordance with G-MOI.
2.  All recommendations are appropriate and correctly assess the foundation type analysis.

*Check the memo following UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Structure Foundation Type Memo Redlines**

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# 4G1 Complete Geotechnical Design and Draft Report

Perform the geotechnical design for settlement, slope stability, liquefaction/lateral spread investigation, foundation, and retaining wall design and develop the draft geotechnical report for peer review.

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## References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT Project Delivery Network](#)
  3. [UDOT QC/QA Procedures](#)
  4. [UDOT Practical Design Guide](#)
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## Geotechnical Design

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All borings followed AASHTO and G-MOI standards.
  - a.  All boring logs were documented in the field at the time of boring. Any deviations from G-MOI requirements have been well documented and the potential impacts recorded.
  - b.  The boring log contains the information required in G-MOI Appendix C: Exploration Log Requirements.
  - c.  Boring logs are put in a graphical format that is compatible with MicroStation.
2.  The Geotechnical Analysis and Design meets and addresses all items indicated in G-MOI.
3.  Short term and long term designs are included.
  - a.  Cut/fill designs are appropriate.
  - b.  Settlement analysis is appropriate.
  - c.  Stability analysis is appropriate.
  - d.  Liquefaction and lateral spread analysis is appropriate.
4.  All embankment and cut slop recommendations accurately address the analyses.
5.  Instrumentation plan for construction and long term monitoring is suitable to meet requirements.

*Check the recommendations following UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Geotechnical Recommendations Redlines**

**Draft Geotechnical Report**

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  The report follows the requirements outlined in the G-MOI Appendix F.
2.  All main headings, figures, appendices, and attachments are included in the table of contents with correct page numbers.
3.  The purpose of the study and scope of work are clear, correct, and concise.
4.  All descriptions, including existing site conditions, findings, laboratory testing, structures, earthwork, corrosion investigations, and others are written clearly, contain the correct information, and are concise.
5.  All proposed improvements are appropriate and consistent with the overall project scope and existing conditions.
6.  All pertinent figures are included, clear, and correct.
7.  All pertinent reports and correspondence are referenced.
8.  The instrumentation plan is appropriate for construction and long-term monitoring.
9.  Any deviation from the G-MOI design was accepted by UDOT.
10.  Preliminary project documents are included in the report:
  - a.  Draft soil data sheets.
  - b.  Draft special provisions
  - c.  Draft geotechnical plan sheets

*Check the report following the UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Geotechnical Report Redlines**

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## 4G2 Develop Geotechnical Project Documents

Develop geotechnical plan sheets, special provisions, and other documents required for the advertisement of the project.

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### References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT CADD Standards](#)
  3. [UDOT Standard and Supplemental Drawings](#)
  4. [UDOT Standard and Supplemental Specifications](#)
  5. [UDOT Plan Sheet Development Standards](#)
  6. [Specification Writer's Guide](#)
  7. [UDOT Project Delivery Network](#)
  8. [UDOT QC/QA Procedures](#)
  9. [UDOT Practical Design Guide](#)
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### Geotechnical Soil Data Plan Sheets

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  Soil data sheets include all necessary information.
  - a.  Correct logs
  - b.  Correct locations (station/offset or nothing/easting) and ground surface elevations
  - c.  Necessary labels, notes, and callouts
2.  Soil data sheets are complete and ready to be sealed.

*Check the plan sheets following UDOT QC/QA Procedures Section 3.3.*

**Recommended QC Documentation: Soil Data Sheets Redlines**

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### Geotechnical Detail Plan Sheets

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All *PSDS General Plan Sheet Requirements* are followed:
  - a.  All sheets are cut appropriately.
  - b.  All reference files are properly attached.
  - c.  Call-out rules are followed.
  - d.  All title blocks are filled out correctly.
  - e.  CADD standards are followed and maintained on each sheet.
2.  The *PSDS DT Sheet Checklist* items are complete.
3.  All details are labeled and dimensioned completely and correctly. (5)
4.  All legend items are depicted and labeled correctly.
5.  All necessary construction notes are included, complete, and correct.

**4G2 Continued**

- 6.  All station/offset (or northing/easting) and ground surface elevation information is correct.
- 7.  All quantities are correct.

*Check the plan sheets following UDOT QC/QA Procedures Section 3.3.*

**Recommended QC Documentation: Geotechnical Detail Sheets**

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**Geotechnical Special Provisions**

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

- 1.  All special provisions conform to the Specification Writers' Guide (SWG Chapter 11 Checklist).
- 2.  A special provision has been created for each non-standard item.
- 3.  All general and project specific special provision content is accurate, complete, and does not contain anything unnecessary.
- 4.  The geotechnical special provisions are complete. (6)

*Check each Geotechnical special provisions following the UDOT QC/QA Procedures Section 3.4.*

**Recommended QC Documentation: Special Provisions Redlines**

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## 4G3 Finalize Geotechnical Report

Conduct peer review, incorporate review comments, and produce the final geotechnical report.

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### References

1. [UDOT Geotechnical Manual of Instruction](#) (G-MOI)
  2. [UDOT Project Delivery Network](#)
  3. [UDOT QC/QA Procedures](#)
  4. [UDOT Practical Design Guide](#)
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### Final Geotechnical Report

Checker: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PIN: \_\_\_\_\_

1.  All review comments are addressed and any changes are incorporated.
2.  Written comment resolution was provided to all reviewers.

*Verify all discipline related comments are addressed and all actions are implemented. Verify all comments not retired in previous stages are transferred to the current CRF. See the UDOT QC/QA Procedures section 6.0 for more information.*

#### Recommended QC Documentation: Geotechnical Comment Resolution Form (CRF)

3.  All significant updates are verified through the applicable items from 3G1.
4.  Final project documents are included:
  - b.  Draft soil data sheets
  - c.  Draft special provisions
  - d.  Draft geotechnical plan sheets
5.  The Final Geotechnical Report is complete.

*Check the report following the UDOT QC/QA Procedures Section 3.4.*

#### Recommended QC Documentation: Final Geotechnical Report Redlines

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## QC Check Comments

Provide comments, methods, assumptions, explanations, file locations, and any other information needed to facilitate the QC check. Print and attach this sheet to the checklist. Upload this sheet with the associated checklist.

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PIN: \_\_\_\_\_ Activity: \_\_\_\_\_ Deliverable(s): \_\_\_\_\_

Originator: \_\_\_\_\_

QC Checker: \_\_\_\_\_

Additional Commenter(s): \_\_\_\_\_