

**Step 1.** Plot all of the plans for a review along with a print out of the checklist

**Step 2.** Complete the QCP/checklist on the server named river\_QCP.xls.

a. if anything needs to be corrected, then do so prior to proceeding in getting signatures.

**Step 3.** Get all required signatures for the plans which are on the design authentication and QCP.

**Step 4.** Send 3 sets of plans to the Mat Sinking Unit and 3 sets of grading site plans or 2 sets of maintenance site plans to the Clearing and Snagging Crew/Grading Unit.

**Step 5.** Copy your design into the final directory and delete the models that do not contain the final plan sheets. Thus, if you have a model that has your cross sections that you looked at to determine if you needed to do work there or not, delete this model. Leave only the models that contain the final plan sheets.

**Step 6.** You will also need to place a design file out on a ftp site for the MSU. This files should not be the final set of plans. It should only include the limits of the job as would be seen on the Before Construction Survey sheet.

**Step 7.** Scan in and place the QCP and Checklist in the correct file (QCP) under the correct project.

**Step 8.** Make sure that all files have logical name and are in the correct folders under the correct project name. Dates in the file names are always helpful for someone to follow behind you.

**Step 9.** Move your project directory to the river server making sure to place it on river\_data2\revetments.