



Florida Department of Transportation

RON DESANTIS
GOVERNOR

Florida's Turnpike Enterprise
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JARED W. PERDUE, P.E.
SECRETARY

QA AUDIT MEMORANDUM

Date:	
Consultant:	Firm Name
To:	Project Manager (Name/email) QA Manager (Name/email) Principal in charge (Name/email)
From:	FTE - Project Development Engineer (Ronald Kareiva, PE)
Copy:	FTE – PLEMO Administrator (Carol Scott, PE) FTE – Environmental Administrator (Annemarie Hammond) FTE - Environmental Management Engineer (Henry Pinzon, PE) FTE – GEC Project Manager (Name, PE)
Contract / FPID / Submittal Phase:	
Project Description:	
QA/QC Plan:	Consultant Developed ☐ Adopted Plan Outlined in PD&E Quality Control Plan Template ☐
Current Staffing Plan Concurred Date:	

A review of the quality control procedure and documentation for the above referenced project phase submittal was conducted based on the current staffing plan and scored as follows.

REFERENCE	QUALITY COMPONENTS	COMPONENT WEIGHT	SCORE
FDM 124.3 & 125.2	A. Complete QC Documents	Max score	3
FDM 124.2.1	B. QA/QC Staffing Plan	1/3	1
FDM 124.3.1	C. Documents' QC 5-Step Review Process	1/3	2
FDM 124.5	D. Certificate of Compliance	1/3	3
Weighted Average Score:			2.0

Note: Item A represents the maximum possible score, based on the completeness of the QC documents. The scores for Items B through E are each weighted to represent 25% of Item A's score. Therefore, the final weighted average score is calculated by applying each component's percentage to the score achieved in Item A.