



Florida Department of Transportation

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Quality Assurance (QA) Audit Scoring Guidance

Description: This is the scoring guidance for QA audits performed by the Florida's Turnpike Enterprise. Use the QA Audit score tool spreadsheet for recommended scores and a better documentation of the scoring process. Use the QA Audit Form to fill out the Audit scores and information.

A. Complete Quality Control (QC) Documents

- The score is based on the percentage of QC sheets measured against the total sheets in which the final PDF document is to be signed and sealed. The score in this item is the maximum attainable for the evaluation.
 - Score 3.0 = 100% of the QC sheets were included with the submittal.
 - Score 2.5 = 80% - 99% of the QC sheets were included with the submittal.
 - Score 2.0 = 60% - 79% of the QC sheets were included with the submittal.
 - Score 1.5 = 40% - 59% of the QC sheets were included with the submittal.
 - Score 1.0 = 20% - 39% of the QC sheets were included with the submittal.
 - Score 0.5 = 1% - 19% of QC sheets were included with the submittal.
 - Score 0.0 = None of the QC documents were included with the submittal.

B. QA/QC Staffing Plan

- Score 3 = All the Lead Technical Professionals and QC Reviewers match the current QA/QC Staffing Plan (applies to plans and documents).
- Score 2 = A few of the Lead Technical Professionals or QC Reviewers don't match the current QA/QC Staffing Plan (applies to plans and documents).
- Score 1 = Most of the Lead Technical Professionals or QC Reviewers don't match the current QA/QC Staffing Plan (applies to plans and documents).

C. Plans and Documents' QC 5-Step Review Process

- Score 3 = QC Stamp includes the submittal description and color codes, is initialed, and dated. Color-coded markups show the complete 5 steps review process was performed, and the colors are consistent with the ones indicated in the stamp.
- Score 2 = Few information missing from QC Stamp (description or color-codes). Few missing markups (signs of a partially incomplete QC process). A few colors are not consistent with the stamp.

- Score 1 = Most of the information is missing from QC Stamp (initials or dates). Major missing markups (signs of an incomplete QC process). Most colors are not consistent with the stamp.

D. Certificate of Compliance

- Score 3 = Certificate of compliance submitted, signed by the current staffing plan QA manager, and accurate to the project's information and phase.
- Score 2 = Certificate of compliance was not signed by the current staffing plan QA manager, or it is inaccurate to the project's information and phase.
- Score 1 = Certificate of compliance is not submitted.

Note: Right-click and choose update field on the "Weighted Average Score" cell after filling the scores in the form.