



STANDARD QA/QC MARKUP WORKFLOW

INSTALLATION

Install the HGI Bluebeam Profile

Double-click the most current file located here:
<T:\Public Engineering\Bluebeam Tools\Bluebeam Tools\PROFILE\HGI BLUEBEAM PROFILE.bpx>

Import QC Review Stamps

- Tools Menu
- Tools
- Stamp
- Import Stamp
- Navigate to:
<T:\Public Engineering\Bluebeam Tools\QC Stamps>
- Select appropriate stamps based on role:
Lead Engineer (LE)
Project Manager (PM)
Quality Control Reviewer (QCR)

INTERNAL QUALITY CHECK	
LE I certify that I have checked this document for general conformance to the project requirements and HGI Standards.	<input type="checkbox"/> Approved BY: K. Quinn <input checked="" type="checkbox"/> Approved with markups 08/24/2021 23:00:39 <input type="checkbox"/> NOT Approved see markups
HARRINGTON GROUP, INC.	
INTERNAL QUALITY CHECK	
PM I certify that I have checked this document for general conformance to the project requirements and HGI Standards.	<input checked="" type="checkbox"/> Approved BY: DHL <input type="checkbox"/> Approved with markups 08/24/2021 22:59:34 <input type="checkbox"/> NOT Approved see markups
HARRINGTON GROUP, INC.	
INTERNAL QUALITY CHECK	
QCR I certify that I have checked this document for general conformance to the project requirements and HGI Standards.	<input type="checkbox"/> Approved BY: D. Hansen <input checked="" type="checkbox"/> Approved with markups 08/24/2021 22:59:53 <input type="checkbox"/> NOT Approved see markups
HARRINGTON GROUP, INC.	

USE AND WORKFLOW

Check Set is Ready for Review

Sent from Draw Team Member

LE Completes Quality Review

Confirms the design documents are ready for the PM and QCR to review.

LE Affixes LE Quality Review Stamp

This certifies that they have completed their review.

1. LE Initiates a Bluebeam Studio Session

LE sends calendar invitation to the PM and QCR for a joint review meeting with pertinent information:
-Session link
-How long the Studio session will remain open

2. PM and QCR Will Join the Review Meeting with the LE

-The LE and PM will provide project background and design development information to the QCR
-PM and QCR begin their review and markup of the drawings during joint meeting
(Must complete review prior to the expiration of the Studio session)

All markups should utilize the HGI Standard Markup Tools:

HGI STANDARD MARKUP TOOL SET	
	QC Cloud + Callout
	QC Callout
	QC Typewritten Text
	QC Text Box
	QC Note
	QC Dimension (Not Scaled)
	QC Length Measure (Scaled)
	QC Relocate Arc
	QC "Redline" Pen
	QC Highlight

The PM and QCR Affix Respective Quality Review Stamps to the Drawing Set

This certifies that their reviews are complete and that the set is either approved or NOT Approved (See example stamps to the left)

3. LE Backchecks the QC Markups Made by the PM

Updating the status of each markup and providing additional information or explanation using the Markup Reply feature: Right-click on the markup, then select Set Status (Refer to the Status Options & Color Key Below)

QC REVIEWER/CHECKER	
Red-Orange	All markups
BACKCHECKER (LE)	
Needs Further Review (Red-Orange)	Markup is not yet verified (remains red-orange)
Accepted (Magenta)	Agree/accept markup (indicated to Draw Team that they should make drawing changes). Backchecker can create markups for more detailed instructions to the Draw Team
Rejected (Dark Pastel Red)	Determined to be inappropriate for the project (e.g., incorrect, not in scope, not applicable, etc.) Backchecker must post a Reply to the comment
Cancelled (Dark Red)	Markup is no longer relevant to the project
DRAW TEAM/BACKCHECKER (LE)	
More Information Needed (Blue)	Unable to complete the correction because of insufficient information
Completed/Corrected (Green)	Changes/corrections directed by the markup have been completed <u>OR</u> there is no action required of the Draw Team

4. Drawings are Sent to Draw Team

- Draw Team makes changes and corrections noted in the markups.
- Draw Team will only implement the changes for markups that have a status of **Accepted**.
- After each accepted markup is updated, the Draw Team will change the status to **Completed/Corrected**.
- If the Draw Team does not have enough information to implement a markup, they will change the status to **More Info Needed** and will **Reply** to the markup with information required. The LE will then supply the required information to the Draw Team.

5. Lead Engineer Finishes Session

- Process is complete when all QC markups have a status of **Completed/Corrected**, **Rejected**, or **Cancelled**.
- LE closes out/archives the Session PDF in its final form
<T:\HGI Clients\Project File Template\06 Design Deliverables\02 QAQC>
- Draw Team plots a fresh PDF to the same folder.