

**New Jersey Department of Transportation  
QUALITY IMPROVEMENT ADVISORY**

**CAPITAL PROGRAM SUPPORT**

**Acting Director: Tina Shutz Telephone: (609) 963-1830**

QIA No.: 063

*Tina M. Shutz*  
**Approved: Tina Shutz**  
**Date: July 23, 2024**

**Process Affected:**

Scope  Design  Right of Way  Utilities  Environmental  Historic  Construction

**Bureaus Affected:** Contractors on Capital Projects, Design Consultants on Capital Projects, Division of Bridge Engineering and Infrastructure Management, Division of Project Management, Division of Construction and Materials, Division of Highway and Traffic Design.

**Procedure(s) Affected:** Electronic submittal of As-Built Plans to NJDOT.

**Nature of Issue(s):** Currently, As-Built Plans are submitted physically as mylar plan sheets to the Engineering Documents Unit (EDU). Mylars must be delivered, scanned, named, and uploaded to FALCON DMS and EDU's Plan Index file for archival purposes and to be later retrieved for plan requests received by EDU. This procedure not only generates an excessive amount of costly physical copies of plans with printing and delivery, but it also necessitates a large amount of staff resources to facilitate. In addition, potential backlog during the scanning phase may lead to requestors not receiving the most up-to-date plans if what they seek has not been scanned into EDU's various systems.

**Recommendation(s):** All As-Built plans will be submitted to EDU through PMRS with the As-Built Plans Submission Process. This improved, modern approach to As-Built Plans submittal will streamline the cataloguing of plans, greatly increase efficiency, lower costs, free up EDU staff resources for more prioritized tasks, and ensure stakeholders seeking plans receive the most accurate and up-to-date documents through electronic means.

Please see the attached training material for details of the procedure action steps.

**Impact Assessment:**

Schedule  Quality  Cost  Scope

**Cost Impact:**

None

**Implementation: Immediate**