

PDF CD Quality Statement & Review Checklist

This PDF CD Quality Statement and Adobe PDF CD Review Checklist is to be completed by the Consultant and submitted with any sample or final PDF files submitted to NJDOT Structural Evaluation.

Firm Name: _____ Firm who prepared the CD: _____

State Agreement Number: _____ CD is a **Sample** or **Final** (circle one)

Group Number: _____ CD is from **1st** or **2nd** Round of Inspections (circle one)

Date of Index File on CD: _____ (if this CD is a resubmission, VERIFY you changed this date)

Project Name: _____

Number ON-System: _____ BR-NBIS(_____) State Job Number _____

Number OFF-System: _____ BRZ-NBIS(_____) State Job Number _____

We used SDMS Contractors Specifications Version _____, Dated _____ 20____ in the preparation of this CD. I **certify** that the submitted CDs meet the current SDMS standards and that every item checked on the checklist was in fact checked and verified. **I understand that that our Consultant rating will be impacted if the submission is found to not meet standards.**

Project Manager Signature: _____ Date: _____

The following helps us to understand your process for creating reports and PDF files.

Source Images

Color Photo File Format: _____ JPEG _____ Typical Min. Resolution _____ x _____ pixels

Bitonal (B&W) Image File Format: _____ Typical Min. Resolution _____ Pixels Per Inch(PPI)

Other Image File Format: _____ Typical Min. Resolution _____ x _____ pixels or PPI

Word Processing Program and Version Used: _____

Program(s) and Version used to Create PDF files: _____

Please describe - How did you create the PDF files:

Are you also submitting Working Files (must be on separate CD): **Yes** or **No** (circle one)

If Yes, does format of the CD and the file names comply with Section VII (page 50) **Yes** or **No** (circle one)

Printer used for Printing Final Reports:

Type (circle one): **laser** or **inkjet** Brand and Model: _____

Paper for Color Pages - Brand _____, Type _____ and Weight: _____ lb.

Misc. Comments: _____

Attach a copy of the Adobe PDF CD Review Checklist

Adobe PDF CD Review Checklist

(All references are to the SDMS Contractors Specifications - Version 3.1)

Agreement Number: _____ Group Number: _____ Date of CD Submission: _____

File Generation & Makeup

- Software is configured to produce a **Print Quality** document according to OUR standards (Sec.V.A.2.).
When creating a PDF document, the following two Adobe PDF "Advanced Settings" were enabled:
 - Save Adobe PDF settings inside PDF file (Sec. V.A.2.).
 - Save Portable Job Ticket inside PDF file (Sec. V.A.2.).
- Source photograph quality complies with Section VI.C.
- Images have maintained high quality & clarity throughout the report creation process** (Sec. V.A.2.).
- All scanned B&W pages (inc. Pontis & plan sheets) were scanned using CCITT Group 4 (Sec. III).
- All scanned Color pages were scanned in compliance with Section III.
- All fonts used are standard Windows fonts (Times New Roman, Arial, Courier, etc.). (Sec. V.A.2.).
- All fonts are embedded in the document. (Sec. V.A.2.).
- Stand-alone reports are in separate PDF files (Sec. V.A.4.a.).
- All PDF files for regular reports contain the phrase "Original Signed and Sealed" in sealing box.(Sec. V.A.11.).

Bookmarks, Thumbnails & Links

- The report must contain the correct bookmarks - as specified in Section V.A.3.
- The initial display configuration has bookmarks displayed on the left and the first page of the report displayed on the right (Sec. V.A.3.d).
- The report page always displays so 100% of the page is displayed (Sec. V.A.3.d).
- All links are clearly visible (distinguishable from the surrounding text - for example, by using blue text) (Sec. V.A.3.).
- All hyperlinks are **local** links (if between files, it assumes the file is in the same subdirectory and therefore does not contain any path information) (Sec. V.A.4.a.).
The following links (as a minimum) are in each report:
 - A link from each reference to a photograph to the actual photo (Sec. V.A.3.b.).
 - Other links as appropriate to the type of report (Sec. V.A.3.c.).
- Thumbnails are enabled (Sec. V.A.3.e.).

SDMSIndex.xls and SDMSindex.xml files

- SDMSindex.xls file created according to Section II.C.
- SDMSindex.xml file generated using XML Data (not XML Spreadsheet) format** (Sec. II.C.2.d.).
- SDMSindex.xml file included on CD is properly named per Section II.C.
- Both files are located in the **Root directory** (Sec. II.C.2.d.)

The coding of the FIRST LINE of the INDEX FILE was **VERIFIED** as accurate _____ (initial)

Makeup of the CD-ROM

- Makeup of the CD-ROM complies with Section V.A.10. & Section II.
 - EITHER All Files are in the correct subdirectories (Sec. II.B.). (check only the format you used)
 - OR All Files are in the root directory (Sec. II.B.).
- Disk and disk cases are Labeled correctly (Sec. V.A.10. & Sec. II.).
- All file names are according to our specifications (Sec. V.A.10.).
- Dates included in the file name of supporting reports are the same date as the associated Regular Bridge Inspection Report (Sec. II.C.2.c.8.)
- Working files are NOT included on the CD (Sec. V.A. 7 & 8.).

Print NAME of person who actually filled out this sheet: _____

Print NAME of person who VERIFIED CD met specifications: _____