



Location and Design Division / Bridge Division
Electronic Plan Submission Process

Date: 2/26/14

PRELIMINARY FIELD INSPECTION

Tier 1 and Tier 2

The following is the Project Manager's responsibility:

- to fill in the Falcon database fields correctly to ensure that the "pdf" files are submitted properly
- to ensure that "pdf" files are created for all "dgn" files and that the database field is set to "CURRENT DRAWINGS"
- to ensure consultants submit PDF files, DGN files, and pertinent electronic files
- to ensure that all "dgn" files are archived in Falcon and that the database field is set to "PRELIM. FIELD INSPEC"
- set the status field in Falcon to "Index". All files with the status set to "Index" will be included in the Index of Files when it is produced at a later milestone