

DISTRICT 2 CONSTRUCTION QC/QA PLAN QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

DISPUTE REVIEW BOARDS (DRB) (ADMINISTRATIVE)

Number 7	CRITERIA USED
1. Is the Three Party Agreement (TPA) signed by all members and a copy is in the project files?	SP 8-3.7.3
2. Are the minutes of each meeting on file in the project files?	DRB Operating Procedures (OP) 4
3. Are meeting minutes approved at a next meeting?	DRB OP 4
4. Are meetings being held in accordance with the DRB Operating Procedures, once per month for the first six months, then bimonthly thereafter, or upon mutual agreement among all parties at some other schedule?	DRB OP 2
5. Does the basis of payment for each member correlate with their attendance at meetings?	SP 8-3.7.4
6. Are there invoice documentations on file in the project records?	SP 8-3.7.4 TPA Sect VI 350-030-400 Sect. 2.5
7. Does each party notify the DRB at least 5 calendar days prior to the date scheduled for a hearing with a list of persons who will attend and/or represent them at the hearing?	DRB OP 7.2
8. Does the DRB issue a written recommendation using the format in the DRB Operating Procedures within 15 working days from the hearing?	DRB OP 7.2
9. Did the DRB state findings of fact to support their recommendations?	SP 8-3.7.1 TPA II C DRB OP 7.1