State of Florida Department of Transportation
COMPLIANCE CERTIFICATION CHECKLIST

FPID: _____

Effective CADD Manual date: _____

✓	(N/A)	Location to include	Checklist Items	Reference
☐			1. The ProjectProperties.xml file has been requested from the District	7.4
☐			2. Reference Manager/Checker has been run to create the report indicating no missing reference files or custom resources (fonts or linestyles(.lin)/shapes(.shx)).	8.4.6
☐		/_meta_info	3. The Department's Project QC report, *ProjectQCReport.txt,* has been generated for all CADD Project design files.	Chapter 5
☐			4. The Department's Project Validator report, *ProjectValidationReport.html,* has been generated for the CADD Project.	Chapter 5; 7.4 ; 8.4
☐	☐	/3D Deliverables	5. The 3D Deliverable files have been created and signed and sealed, if applicable.	8.4.6.1
☐		/Administrative	6. A Project Journal file has been created containing all required project information.	7.7
☐		CADD files with GCS	7. The Geographic Coordinate System Report has been generated for all required files, with the correct project coordinate system set for each relevant file.	5.5
☐		Digital Signatures	8. The project .zip file has been renamed to BIM.zip if any model files are included in the manifest to be signed and sealed as a legal document.	8.4.7
☐			9. Digital Signature(s) are applied to the correct files, signed with the appropriate Digital Certificate, and independently validated.	8.5

Certified by EOR: _____