

## **Attachment B: QAQC Visit Agenda (1 or 2 day visit)**

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### **PRE-VISIT**

- Please complete the items in Attachment A and submit the required information at least **two weeks** before your visit.
  - **Your DEP “Field Rep” is available to assist you in preparing for the upcoming QAQC Visit.** In order to better prepare you for your upcoming QAQC visit, your Field Rep can assist you by completing the “Administrative Checklist” prior to the actual QAQC visit.
  - There are a wide variety of documents the QAQC Team uses during the QAQC Process. These documents are available for your review/use and are located in the QAQC section of the Center for Dirt and Gravel Roads Studies website.  
(<https://www.dirtandgravel.psu.edu/pa-program-resources/quality-assurance-quality-control-qaqc>)
  - The QAQC team may arrive in the area before your visit to review and discuss preliminary material. You may be contacted if they have questions.
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### **Prior to Visit - Interviews of manager, staff, and QAB members**

- **District should arrange interview times for staff and QAB members with the QAQC team. District must invite their District Board or their designee to participate.**
- **Try to arrange all QAB member and staff interviews for the same time.**
- Will be completed via zoom or conference call ahead of the in-person visit.
- Typically, these interviews start with the QAB and Staff together. After the QAB portion is finished, the interviews will shift to District Staff.
- Any questions or concerns that arose during the previsit review will be addressed as well.

### **DAY 1** (~8am-4pm) *File Review and Field Site Visits*

**8 am**                      **Arrival, introductions, and review of agenda**

**8:00 – 9:30am**            **Hard file review and Field Site Selection**

- QAQC team will review contract hard files and discuss findings with the District
- The QAQC team will work with the District to develop a list of projects for field review

**10am - 4pm**

#### **Field Site Reviews**

- At a minimum, the person responsible for administering the Program for the District must accompany the group. The District Manager is also encouraged to attend. Anyone else at the District, including the District Board and QAB, is also invited.
- Will Visit as many field sites as time permits.
- We will work with the District to stay within normal staff work timeframes. We are able to work with your time schedules. Let the

QAQC team know in advance if you would like to revise the time frames.

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**DAY 2**     *Field Site Visits and Wrap Up (If needed)*

**~8am to 4pm Visit to field sites**

- At a minimum, the person responsible for administering the D&G Program for the District must accompany the group. The District Manager is also encouraged to attend. Anyone else at the District, including the District Board and QAB, is also invited.
- We will visit as many sites as time and travel allows.

**~4pm Exit interview and overview of findings**

- The QAQC team will provide the District with an informal overview of their findings at the end of Day 2. The QAQC team will develop the preliminary report and present it to the District at a later date.

*\*\* The QAQC schedule is flexible and can be changed to accommodate the Districts schedule. In some cases, the exit interview may be scheduled earlier or later as needed. These plans can be finalized at the end of Day 2. The QAQC team will also stay as long as necessary to address anyone's questions and concerns. If you would like to change the standard format of the QAQC, please contact the SCC ahead of your scheduled visit.*