

Attachment B: QAQC Visit Agenda (1-Day Visit)

PRE-VISIT

- Please complete the items in Attachment A and submit the required information at least **three weeks** before your visit.
 - Your DEP “Field Rep” may be available to assist you in preparing for the upcoming 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.
[\(https://dirtandgravel.psu.edu/pa-program-resources/qa-qc/\)](https://dirtandgravel.psu.edu/pa-program-resources/qa-qc/)
 - 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 - Discussion with Staff and QAB Members

- **District should arrange discussion times for staff and QAB members with the QAQC team. District must invite their District Board Chair or their designee to participate.**
- **Try to arrange all QAB and staff discussions for the same time.**
- Will be completed via Microsoft Teams ahead of the in-person visit.
- Typically, these discussions start with the QAB and staff/management together. After the QAB portion is finished, the interviews will shift to District staff/management.
- Any questions or concerns that arose during the pre-visit review will be addressed as well.
- The QAQC team will work with the District to develop a list of projects for field review. The district is asked to prepare a site visit route prior to the visit.

DAY 1 (~8am-4pm) *File Review, Field Site Visits, Wrap Up*

8 – 8:30 am Arrival, Introductions, and Review of Agenda

Morning Hard File Review & Field Site Selection

- QAQC team will review contract hard files and discuss findings with the District.
 - Some hard files may be requested electronically prior to the visit for review.
 - Due to time being limited on a 1-day visit, most of the hard file review may need to take place in-person prior to or following the scheduled QAQC visit. This will typically be done through a visit to the district office the day before the scheduled QAQC visit.
- The QAQC team will work with the District to finalize a list of projects for field review if changes to the list are necessary.

Program Administration Assistance

- Any need for this assistance will be on a specific basis as requested by the district or deemed necessary by the QAQC team during the pre-visit remote discussion with QAB and staff.
 - o Examples may include working on financial issues, education and outreach efforts, grant funding and project timelines, involvement in various project lifecycle stages, or specific project planning, design, or review.

Start Field Site Visits as Time Allows

12 – 1pm

Lunch

- Please allow time for a quick lunch stop, preferably take-out to make the best use of time during the visit. The time and length of lunch are flexible.

1 – 4 pm

Start or Continue Field Site Visits

- 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.

~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 the day. 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 District's schedule. In some cases, the exit interview and overview of findings may be scheduled earlier or later as needed. The QAQC team will 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.*