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Use of "PDF Checker" Software

This directive establishes a mandatory quality assurance/quality control (QA/QC) procedure for all state-advertised, PDF-formatted contract plans.

Certain functions (e.g., automatic plan consolidation (set files), as-builting, searching) are only possible with properly formatted PDFs. Use of this QA/QC procedure will ensure applicable format requirements are met.

Currently, contract plan PDF formats are checked manually and sometimes inadequately. To improve the efficiency and effectiveness of this check, the "PDF Checker" software was developed. The software automatically checks the format of the following contract plan elements:

- a) Page labels,
- b) Page size,
- c) Sheet numbers,
- d) Searchable text,
- e) Levels,
- f) Digital signature watermarks, and
- g) Digital Signature.

The software also verifies that the PDF files have been uploaded and correctly attributed in ProjectWise.

PDF Checker runs within ProjectWise Thick Client and has been installed on the computers of Engineering staff. Free downloads are available at the <u>Discipline Subset PDF Checker</u> link. General information on the software along with linked narrative and video instructions are available in the <u>Digital Project Development Manual</u>, <u>Section 3.1</u>.

The software produces a report and populates the ProjectWise "Format_Compliance" attribute with either a "PASS" or "FAIL" indicator. A FAIL indication is not an acceptable final state. The software-generated report can be used to identify the cause of failure, which should then be corrected. At the Final Design Plan (FDP) submission, every PDF file should have a "PASS" indication, except the Title Sheet which is signed post-FDP. This requirement applies to all FDP submissions after February 1, 2016. Each contract plan subset shall be checked using PDF Checker by the group responsible for developing the subset.

Please contact Bruce Bourgoin (860-594-2760) or Mathew Calkins (860-594-2988) with any questions regarding this directive.