

MEMORANDUM

To:

Via:

Via:

From:

Date:

Subject: _____

Consultant Certification:

I attest to the best of my knowledge and belief that all required elements needed to construct this project are complete and have followed our quality control and quality assurance policy.

Signature (Consultant)

Date

QA/QC Certification:

This project was designed under the responsible charge of a consultant engineer. I have reviewed the documents provided by the consultant to verify the required quality control processes were followed in accordance with the consultant's quality control and quality assurance policy. I certify to the best of my knowledge and belief that all required elements needed to construct this project are complete and ready for advertisement.

Signature (Project Manager)

Date

Signature (Group Engineer)

Date

Endorsement:

This project was designed under the responsible charge of a consultant engineer. I have reviewed the documents and certify to the best of my knowledge and belief that the required quality control processes were followed in accordance with the consultant's policy; that the Engineer of Record is properly licensed; and that the project design, construction plans, specifications and cost estimates are complete and ready for advertisement.

Signature (Deputy Director Design)

Date