

North Atlantic Division

**ROUTINE OPERATIONS AND MAINTENANCE
REVIEW PLAN**

US Army Corps of Engineers

October 2012

Definitions

Decision Document – EC 1165-2-209 uses this term to characterize the many potential documents that would fall under the WRDA Section 2034 umbrella. Practically speaking, if alternatives are developed (or should be) for the purpose of decision making, it is a decision document.

Implementation Document – Those documents generated subsequent to the decision document that leads to implementation of the action selected from the decision document.

Other Work Products – Those products that are neither a decision document nor an implementation document.

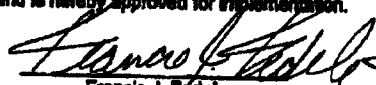
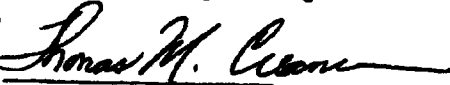
1. **Overview.** This document is to serve as the North Atlantic Division (NAD) Review Plan for all documentation required for routine Operations and Maintenance (O&M) products as required by EC 1165-2-209 (Civil Works Review Policy). The purpose of this Review Plan is to define the requirements of how District Quality Control (DQC) will be conducted for routine O&M products.

2. **Applicability.** This document only applies to all documentation required for Other Work Products (OWP) related to routine O&M products within NAD that only require a DQC. This Review Plan does not apply to Decision or Implementation Documents, or OWPs that require Agency Technical Review (ATR) or Independent External Peer Review (IEPR).


Appendices A-C include routine O&M OWP types that are covered by this Review Plan. The appendices define what office(s) are involved in the DQC review for each OWP type. Refer to Appendix D for a decision matrix on the process to determine if an ATR and/or an IEPR are required. If an ATR and/or an IEPR are required, that OWP must have a separate review plan submitted to CENAD-PSD for action and approval by the MSC Commander. A Routine O&M Work Product Determination Checklist (Appendix E) has been developed and will be completed for each work product in order to document the DQC.

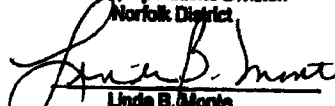
3. **District Quality Control.** Quality checks and reviews occur during the development process and are carried out as a routine management practice. Quality checks may be performed by staff responsible for the work, such as supervisors, work leaders, team leaders, designated individuals from the senior staff, or other qualified personnel. However, they should not be performed by the same people who performed the original work, including managing/reviewing the work in the case of contracted efforts. All DQC efforts will include the necessary expertise to address compliance with published Corps policy. DQC is required for all routine O&M OWPs and is part of the PMP. The DQC shall be documented (including using the Routine O&M Work Product Determination Checklist) and kept in the project files for internal and MSC Quality Assurance audits to check for proper DQC implementation.

4. Coordination This Review Plan has been fully coordinated throughout the region and is hereby approved for implementation.

 
Francis J. Fidele
Chief, Operations Division
New England District
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Anthony J. DePasquale
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Linda B. Monte
Chief, Operations and Regulatory Division
North Atlantic Division

25 October 2012
Date

5. Maintain and Approvals of this Review Plan. Modifications to this Review Plan may be made by submitting a request through the NAD Operations and Regulatory Division to the MSC Commander. Approval authority for Review Plans cannot be further delegated from the MSC Commander.

 26 OCT 12
KENT D. SAVRE
Colonel, EN
Commanding
Date

Appendix A

Navigation Routine O&M Products

The local district project manager, operation project manager, basin manager or other designated Operations staff are lead for all routine OWP. Each District will have in place District Quality Control Plans for all O&M products and will have documented additional district and MSC offices that will be part of the review team. Those offices may include:

OPS- Local District Operations designee
 NAD – NAD Navigation Program Manager
 MDC – Marine Design Center
 EN – Engineering Division
 OC – Office of Counsel
 EM – Emergency Management
 RM – Resource Management

Other Work Product	Review Team			
	OPS	District Offices	NAD	MDC
Project Operation Plans	X		X	
Maintenance Plans	X		X	
In-Place Repairs on Major Components*	X	EN	X	
In-Place Repairs on Minor Components*	X			
Lock Closure Plan	X			
Major Floating Plant Repairs**	X		X	X
Minor Floating Plant Repairs	X			
Floating Plant Procurement	X	RM	X	X
Emergency Dredging Requests	X	EM	X	
Funding Agreements	X	OC	X	
Advanced Maintenance Dredging Requests	X		X	
Raise the Flag Requests	X		X	
Value Engineering Reviews	X	EN	X	
Routine Maintenance Dredging Contracts	X			
Plans & Specifications for Routine Navigation Maintenance	X			
Environmental Compliance Reviews***	X			

* In-Place repairs are limited to repairs that do not require a design effort by a qualified Engineer.

** Items requiring PRIP funding are considered major.

*** This refers to documents prepared in order to ensure that routine maintenance activities are still in compliance with applicable Federal and State environmental laws and regulations.

Appendix B

**Flood Risk Management, Natural Resource Management
and General Facility Management**

Routine O&M Products

The local district project manager, operation project manager, basin manager or other designated Operations staff are lead for all routine OWP. Each District will have in place District Quality Control Plans for all O&M products and will have documented additional district and MSC offices that will be part of the review team, if applicable. Those offices may include:

- OPS- Local District Operations designee**
- NAD – NAD Project Operations & Natural Resources Program Manager**
- EN – Engineering Division**
- OC – Office of Counsel**
- PA – Public Affairs**
- PD – Planning Division**
- RE – Real Estate**
- RM - Resource Management**
- SO – Safety Office**
- SEC – Security Office**

Other Work Product	Review Team		
	OPS	District Offices	NAD
Fee schedules/Comparability	X		
Accessibility Survey/ Transition Plans	X		
Project Sign plans	X		
Request for Waiver - Non-Standard Critical Safety Signs	X	OC, SO	
Routine Maintenance Plans	X		
Publications/Brochures	X	PA	
Park development plans	X		
Periodic Evaluation Reports of Rec Facilities	X		
Park Closure/Significant Operational Change Plans	X	PA	X
OMB Approved Surveys	X		X
Partnership Agreements	X	OC	X
Cooperative Association Agreements	X	OC, RM	

Contributions Plans	X	OC	
Annual Water Safety Plan	X	SO	
Endangered Species Plans	X		
Invasive Species Control Plans, including Aquatic Plant Control Plans	X	PD	
Wetland Delineation Plans	X		
Shoreline Mgt Plans w/o an EIS	X	OC, PD, RE, SO, EN	
Master Plans and Updates w/o an EIS	X	PD, RE	X
Annual Work Plan	X		
Operational Management Plans	X		X
Historic Properties Management Plan	X	PD	
Forest Management Plan	X	PD	
Spill Plans	X		
Environmental Management System Documents	X		
Pollution Prevention Plans	X		
Annual Pesticide Mgt Plans	X		
Water Control Manual	X		X
Routine Inspections	X		X
Periodic Inspections	X		X
Emergency Plans	X		X
Force Protection	X	SEC	
Environmental Compliance Reviews***	X		

*** This refers to documents prepared in order to ensure that routine maintenance activities are still in compliance with applicable Federal and State environmental laws and regulations

Appendix C

Other Miscellaneous O&M Products

The local district project manager, operation project manager, basin manager or other designated Operations staff are lead for all routine OWP. Each District will have in place District Quality Control Plans for all O&M products and will have documented additional district and MSC offices that will be part of the review team. Those offices may include:

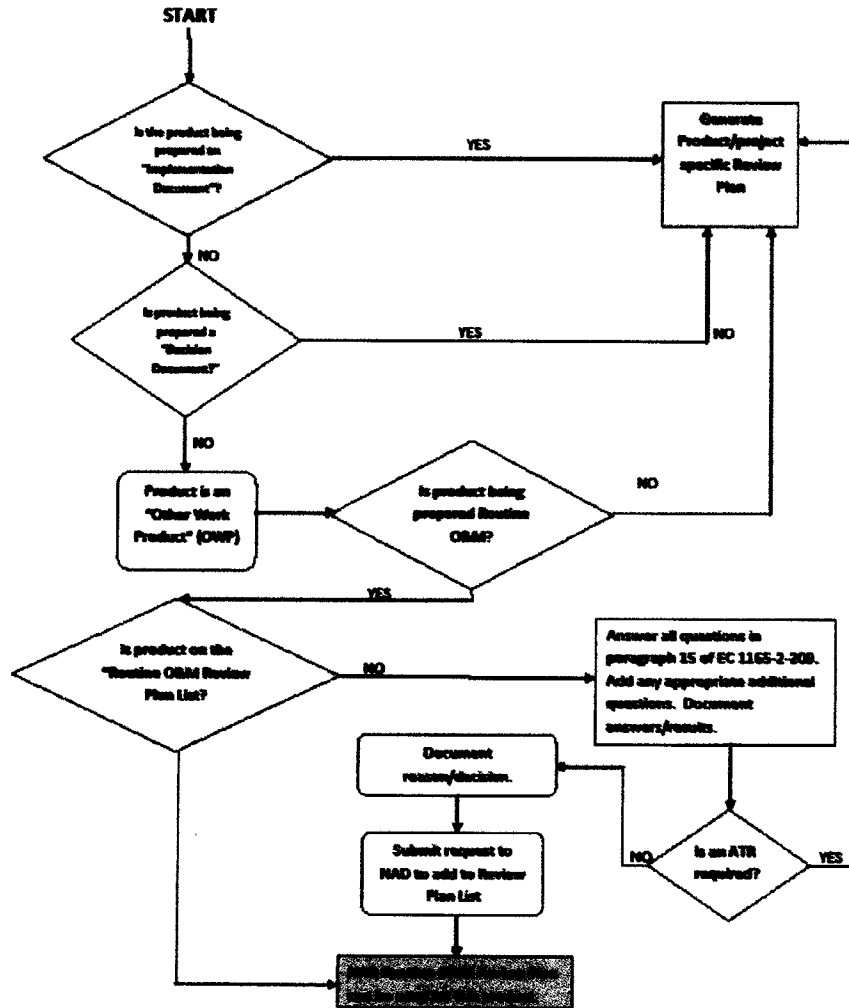
- OPS- Local District Operations designee
- NAD – NAD Operations Program Manager
- RAM – Regional Asset Manager
- PA – Public Affairs
- CT – Contracting Division
- RM – Resource Management Office

Other Work Product	Review Team		
	District OPS	District Offices	NAD
Facility and Equipment Maintenance (FEM) Program Activities	X		X RAM
Communications Plans	X	PA	
Routine Contracts*	X	CT	
PRIP Requests	X	RM	X
Plans & Specifications for routine maintenance	X		

* District contracting procedures must be followed including BCOE review if applicable. This also includes Service Contract Approvals.

Appendix D

DECISION MATRIX PRIOR TO USING ROUTINE O&M REVIEW PLAN



Appendix E
Routine O&M
Work Product Determination Checklist

Work Product Description: _____

Facility: _____

Is this work product identified as an Other Work Product per EC 1165-2-209 Y / N

Is this work product is Routine O&M Y / N

In accordance with EC 1165-2-209, and the response to the questions listed in Paragraph 15, a determination has been made that the work product does NOT require an ATR Y / N

Justification: _____

Is this work product is listed in the Routine O&M Review Plan Y / N

Note: If any of the above answers are NO, the Routine O&M Review Plan cannot be used.

Printed Name: _____

Signature: _____

Date: _____