

DEPARTMENT OF THE ARMY
Baltimore District, Corps of Engineers
PO Box 1715
Baltimore, Maryland 21203-1715

CENAB-EN
1110-345-1

31 MAY 2002

Engineering Division Standard Operating Procedure
APPROVAL OF DESIGN DOCUMENTS

1. Purpose. The purpose of this SOP is to define Engineering Division policies and procedures for signing design documents.
2. References.
 - a. ER 1110-1-8152, Professional Registration, 5 Aug 95.
 - b. ER 1110-345-700 Design Analysis, Drawings and Specifications, 30 May 97.
3. Policy. The appropriate Branch Chief(s) and the Chief, Engineering Division, will sign all in-house final (RTA) design documents. The AE contractor will sign and seal all AE final (RTA) design documents. Corps personnel will not sign design documents generated by an AE contractor. The Commander will not be required to sign the project cover sheet.
4. Requirements.
 - a. Projects with design documents. These are projects that consist of a complete design that enables a construction contractor to construct the project without doing design.
 - (1) In-house Designs.
 - (a) Project drawing cover sheet (enclosed sample 1 - In-house Cover Sheet) will be signed by the Chief of each Branch that participate in generation of the design documents. The Chief, Engineering Division, will sign for approval. Each signature shall be followed by "P.E." or "R.A." as applicable.
 - (b) Permit applications required by state or local governments shall be signed by the Branch Chief responsible for the design area in which the application is required.
 - (2) AE Designs.
 - (a) AE will sign and seal the project drawing cover sheet (enclosed sample 2 - AE Cover Sheet) and provide a certified cover document (enclosed sample 3 - AE Design Certification) showing for each discipline the name, seal, and signature of the professional who supervised the work, and the date each seal was affixed. The certified cover document shall be a part of the design analysis. Signed and sealed drawing cover sheet and certified cover document will be submitted as part of the final design submittal. Cover sheet shall not be signed by Corps of Engineers personnel.
 - (b) Permit applications required by state or local governments shall be signed by the AE contractor responsible for the design area in which the application is required.
 - (3) Mixed (In-house & AE) Designs.

(a) For projects where an AE and IH staff collaborate to accomplish the design, both the AE and Corps will sign the cover drawing (enclosed sample 4 In-house & AE Cover Sheet). Each party will sign the portion of the design which they produced following the guidance of paragraphs 4a and 4b. Verbiage as indicated on the sample will be inserted to specifically indicate whom accomplished each portion of the design.

(b) Permit applications required by state or local governments shall be signed by the Branch Chief or the AE contractor responsible for the design area in which the application is required.

(4) Designs from Operations Division.

(a) Operations Developed - Project drawing cover sheet will be signed by the Chief of each Branch that participate in generation of the design documents. The Chief, Operations Division, will sign for approval. Each signature shall be followed by "P.E." or "R.A." as applicable.

(b) Operations and Engineering Developed - Project drawing cover sheet will be signed by Chief, Operations Division, as submitter and Engineering Division Branch Chiefs (as applicable), and Chief, Engineering Division, for approval. Each signature shall be followed by "P.E." or "R.A." as applicable

(c) Permit applications required by state or local governments shall be signed by the Branch Chief responsible for the design area in which the application is required.

(5) Approval of Design Documents

(a) A memorandum (enclosed sample 5 - Advertising Approval) shall be submitted by the responsible office for signature by all Branch Chiefs. This memorandum will be used for:

- Validation of the completed Regulatory Compliance Checklist.
- Concurrence that review comments have been incorporated.
- Concurrence that the government cost estimate accurately reflects the required construction scope of work and acquisition strategy.
- Concurrence that the project is ready for advertisement.

(b) The Chief, Engineering Division, shall also sign this form. For in-house and mixed designs the appropriate Branch Chiefs and Chief, Engineering Division, will sign the drawing cover sheet when the memorandum is signed.

b. Projects with criteria documents. These are projects that require the construction contractor to complete a design in conjunction with construction.

(1) Criteria documents will not be signed or sealed by either the AE or government personnel. This includes any drawings that may be generated as part of the criteria package.

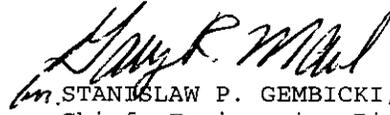
(2) Permit applications required by state or local governments shall be signed by the design build contractor.

(3) Approval of criteria documents will follow the same process as that indicated for approval of design documents in paragraph 4.a.(5) with the exception that drawings will not be signed.

c. Drawing cover sheet signature blocks will be generated & maintained by Engineering Division CADD Manager.

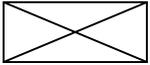
5. Point of Contact. POC for this SOP is Design Branch.

5 Encls

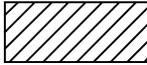

STANISLAW P. GEMBICKI, JR., P. E.
Chief, Engineering Division

CF (w/encl):
Engineering Division Branch Chiefs
Office of Counsel
Chief, Operations Division

MATERIALS



WOOD IN SECTION



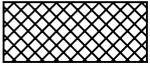
BRICK



WOOD FINISH



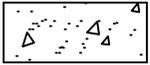
CMU



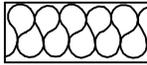
GSU & CT



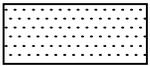
PLYWOOD



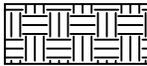
CONCRETE



INSULATION



PLAS CEM & GROUT



EARTH



METAL IN SECTION



ROCK

U.S. ARMY E C B/A	DR
PLATE	
SCALE: AS SHOWN	

COVER SHEET

Sheet
Number:

THIS PROJECT WAS DESIGNED BY THE BALTIMORE DISTRICT OF THE U.S. ARMY CORPS OF ENGINEERS. THE INITIALS OR SIGNATURES AND REGISTRATION DESIGNATIONS OF INDIVIDUALS APPEAR ON THESE PROJECT DOCUMENTS WITHIN THE SCOPE OF THEIR EMPLOYMENT AS REQUIRED BY ER 1110-1-8152.

SUBMITTED:

CHIEF, DESIGN BRANCH

SUBMITTED:

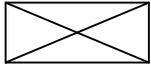
CHIEF, GEOTECHNICAL BRANCH

APPROVED:

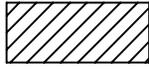
CHIEF, ENGINEERING DIVISION

Sample 1 - In-house Cover Sheet

MATERIALS



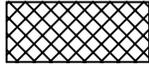
WOOD IN SECTION



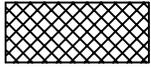
BRICK



WOOD FINISH



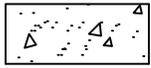
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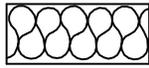
GSU & CT



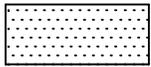
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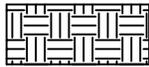
CONCRETE



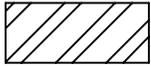
INSULATION



PLAS CEM & GROUT



EARTH



METAL IN SECTION



ROCK

APPROVED:

A/E PRINCIPLE

SEAL:

U.S. ARMY ENGINEER DISTRICT, BALTIMORE
CORPS OF ENGINEERS
BALTIMORE, MARYLAND

A/E FIRM/CONTRACTOR
3 LINES
PROVIDED OR LOGO

PROJECT
INFORMATION
4 LINES
PROVIDED

COVER SHEET

Sheet
Number:

T-1

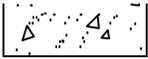
Plate: 1 of X

AE DESIGN CERTIFICATION

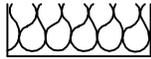
Project Title
 Project Location
 Project Number

Architecture Seal/sign/date _____ Name Title Firm	Mechanical Seal/sign/date _____ Name Title Firm
Structural Seal/sign/date _____ Name Title Firm	Electrical Seal/sign/date _____ Name Title Firm
Civil Seal/sign/date _____ Name Title Firm	Fire Protection Seal/sign/date _____ Name Title Firm
Geotechnical Seal/sign/date _____ Name Title Firm	Discipline Seal/sign/date _____ Name Title Firm

NOTE: Edit/add disciplines specific to the project.



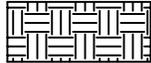
CONCRETE



INSULATION



PLAS CEM & GROUT



EARTH



METAL IN SECTION



ROCK

U.S. ARMY	C	SCALE: AS SHOWN
	B	
	D	
PLATE		

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APPROVED:

CHIEF, ENGINEERING DIVISION

SUBMITTED:

CHIEF, GEOTECHNICAL BRANCH

APPROVED:

A/E PRINCIPLE

SEAL:

COVER SHEET

Sheet Number:

