



South Carolina  
Department of Transportation

955 Park Street  
Post Office Box 191  
Columbia, South Carolina 29202-0191

Office of the Executive Director  
(803) 737-1302 • Fax (803) 737-2038

State Highway Engineer  
(803) 737-1314 • Fax (803) 737-2038

Chief Financial Officer  
(803) 737-1240 • Fax (803) 737-2014

Director of Mass Transit  
(803) 737-9720 • Fax (803) 737-9739

May 12, 1998

**INSTRUCTIONAL BULLETIN NO. 98-4**

**SUBJECT:** Road Plan Revisions  
**EFFECTIVE DATE:** May 15, 1998  
**SUPERSEDES:** None  
**RE:** None

**Superseded  
by 1998-9**

As a project nears its letting date, necessary changes are made to the road plans in preparation of getting the plans ready to be printed to disburse to prospective bidders. Many times the changes are small and are done by hand in order to facilitate getting the plans printed in accordance with the recommended schedule. When hand revisions are made, the squad member responsible for the plan preparation will obtain a set of the plans which show the recent changes and will use the CADD to complete the changes that were done by hand. All revisions made by hand are required to be changed in the computer; however, a hard copy of the revised plan sheet will never be placed into the plans stored in Plans Storage. The original plans bid document with revision by hand will be the hard copy retained on file in Plans Storage. These plans are the bid document and must never be revised from how they were prepared for the letting. Engineering Reproduction Services will send a half-size copy of each set of plans completed in-house to the appropriate squad after the let date. The squad will make the design and project information changes in the electronic files. Generally, within six months after the letting, the CADD files will be submitted to CADD Support for archiving unless the plans experience construction changes. Right of Way data placed on the plans that do not involve design elements are not required to be updated in the CADD files for archiving.

A new form called "Plan Revision Authorization" (copy attached) will be used to communicate and document all design and project information changes to be made to the plans after the plans have been sent to Right of Way. This form will be maintained in the squad's project file. The revisions will be completed by the squad as authorized by the project engineer/manager. The revisions will be noted on the respective plan sheets as previously done with the date and the printed initial of the authorizing project engineer/manager applied by the squad. No signatures or hand written initials will be placed on the plans sheets. All revisions authorized by a project engineer/manager must be made on a properly executed "Plan Revision Authorization" form.

Approved: \_\_\_\_\_

E. S. Eargle  
Road Design Engineer

ESE:adf

Attachment

cc:  
Federal Proj. Dev. Engr. Pratt  
"C" Proj. Dev. Engr. Kneece