METHOD OF REVISING MANUAL

All requirements and contents of this manual shall remain in effect until revised by the Contract Compliance Manager. Recommendations to improve these procedures shall be forwarded to Contract Compliance.

As revisions become necessary to the 2017 Certified Payroll and Compliance Manual, Contract Compliance shall revise the original document as follows:

A. insert a new revision date (month / year) at the top of each appropriate page that needs to be revised.

B. update the REVISION TRACKING LIST
   1. Insert a new revision date (month / year) at the top of the REVISION TRACKING LIST.
   2. Enter revision date (month / year) in the Revision Date Month / Year column (list each revision date separately).
   3. Enter all revised pages in the Revised Pages column coinciding with the revision date in Item 2 above.
   4. Enter the date of distribution in the Date to Manual Holders column.

C. distribute copies to all manual holders (include copies of all revised pages and a copy of the updated REVISION TRACKING LIST).

D. insert new pages into appropriate chapter, scan, and upload PDF files to chapter links to SharePoint (Civil Rights - External), to the Nevada DBE website, and to the NDOT website.

E. review NDOT Policy Memo 15-01 "Revised" and if it needs to be revised, notify the Deputy Director - Southern Nevada, who is responsible for revising the memo.

REVISION TRACKING LIST

Revision Date Month / Year	Revised Pages	Date to Manual Holders

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