**MATERIALS FINALS CHECK-IN LIST**

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| --- | --- |
| **Project ID:** | **Project Leader:** |
| **Check-In Date:** | **Project Manager:** |

**Materials Questions: Justin Kutschenreuter @ 262-548-6441/Deann Balog @ 262-548-5697**

**General Requirements**

1. Record format (Can’t be both)  Electronic  Hardcopy

All records must be organized by item number

1. All certifications checked, initialed, and dated  Yes  No  N/A

Highlight/Check Mark the following

a. Required ASTM/AASHTO

b. Buy America Statements

c. Heat/lot numbers

d. If there is a doc ID must be initialed

e. Highlight product used on APL, include APL in records

1. 905 Report saved, verified & sent  Yes  No  N/A

a. See 905 guidance in pantry software regions specific

b. See example in pantry software for concrete mix designs/bid items/QMP

c. Only one should be done for entire contract

1. DT1310 Started (See DT1310 guidance)  Yes  No  N/A

a. Include Draft DT1310

b. Will be signed once materials review list is complete

1. DT4567 “Buy America” Statement signed  Yes  No  N/A

a. If exceptions include invoice for each

b. If exceptions include excel file for tracking (Pantry software)

**QMP Requirements:**

1. QMP Base Aggregate
2. QMP Plan included  Yes  No  N/A
3. 155 Report complete  Yes  No  N/A

Verify 155/905/payment quantities match  Yes  No  N/A

Each source listed with quantity per size

1. Verify proper # of test taken QC/QV  Yes  No  N/A

Per source/size/classification

See 301 for classifications

Random number received  Yes  No  N/A

All testers/samplers certified at time of test/sample  Yes  No  N/A

QC/QV stockpile test taken & clearly labeled as such  Yes  No  N/A

QC gradation testing – 1/3000 ton or portion of  Yes  No  N/A

QC fracture/Liquid limit index – see 730.3.2  Yes  No  N/A

Control charts with running average and QV tests  Yes  No  N/A

Source documents induced  Yes  No  N/A

Identify nonperformance  Yes  No  N/A

Identify nonconformance  Yes  No  N/A

Final report received and included in record  Yes  No  N/A

Testing tracking forms included  Yes  No  N/A

D. Clarify unique circumstances in 155  Yes  No  N/A

1. QMP Concrete Pavement
2. QMP plan included  Yes  No  N/A
3. 155 Report complete  Yes  No  N/A

Each mix design is listed w/qty  Yes  No  N

1. Test data reviewed in MRS  Yes  No  N/A

Verify didn’t overpay on incentive

If have failing air/slump/strength subtract that qty from incentive

1. Proper # of test taken QC/QV  Yes  No  N/A

See 715 for requirements

1. Strength data w/load charts  Yes  No  N/A
2. All testers/samplers certified at time of test/sample  Yes  No  N/A
3. 136 Report completed (thickness)  Yes  No  N/A

this is done by project staff

1. Testing tracking spreadsheets included with records  Yes  No  N/A
2. 501 entry made for concrete mix  Yes  No  N/A

(see 905 guidance)

1. QMP entry made in 905  Yes  No  N/A

(see 905 guidance)

1. Random numbers QC/QV  Yes  No  N/A
2. Correct number of concrete aggregate tests  Yes  No  N/A

See 710

M. Each document with Doc ID is initialed and dated  Yes  No  N/A

N. Records organized by mix design  Yes  No  N/A

1. QMP Concrete Structures/CIP Barrier
2. QMP Plan included  Yes  No  N/A
3. 155 Report complete  Yes  No  N/A

Each mix design is listed w/qty  Yes  No  N/A

1. Test data reviewed in MRS  Yes  No  N/A

Verify didn’t overpay on incentive

If have failing air/slump/strength subtract that qty from incentive

1. Proper # of test taken QC/QV  Yes  No  N/A

See 715 for requirements

1. Strength data w/load charts  Yes  No  N/A
2. All testers/samplers certified at time of test/sample  Yes  No  N/A
3. Testing tracking spreadsheets included with records  Yes  No  N/A
4. Mix designs entered into MRS  Yes  No  N/A
5. 501 entry made for concrete mix  Yes  No  N/A

(see 905 guidance)

1. QMP entry made in 905  Yes  No  N/A

(see 905 guidance)

1. Random numbers QC/QV  Yes  No  N/A
2. Correct number of concrete aggregate tests  Yes  No  N/A

See 710

M. Each document with Doc ID is initialed and dated  Yes  No  N/A

N. Records organized by mix design  Yes  No  N/A

1. QMP Ancillary Concrete
2. QMP Plan included ( one for each contractor)  Yes  No  N/A

Each mix design is listed with qty  Yes  No  N/A

1. 155 Report complete for each  Yes  No  N/A
2. Proper # of test taken QC/QV  Yes  No  N/A

See 716

1. Strength data w/load charts  Yes  No  N/A
2. WS 5013 received daily and included in records  Yes  No  N/A
3. Testing tracking spreadsheets included in records  Yes  No  N/A
4. 501 entry made for concrete mix  Yes  No  N/A

(see 905 guidance)

1. QMP entry made in 905  Yes  No  N/A

(see 905 guidance)

1. Random numbers QC/QV  Yes  No  N/A
2. Correct number of concrete aggregate tests  Yes  No  N/A

See 710

M. Each document with Doc ID is initialed and dated  Yes  No  N/A

N. Records organized by mix design  Yes  No  N/A

1. QMP Nuclear Density/HMA Mix/PWL
2. QMP Plan included  Yes  No  N/A
3. 155 Report complete  Yes  No  N/A

Each mix design is listed with qty  Yes  No  N/A

1. Proper # of test taken QC/QV  Yes  No  N/A
2. See 460/PWL/Spec/QMP Nuc density  Yes  No  N/A
3. Reviewed in MRS  Yes  No  N/A
4. 905 entry made and referenced  Yes  No  N/A

In mix design entry

1. For PWL all spreadsheets are included  Yes  No  N/A
2. All source documents for mix included  Yes  No  N/A

4pt running average charts with QV test noted (non PWL)  Yes  No  N/A

Gyrator compaction sheets included  Yes  No  N/A

Source documents  Yes  No  N/A

I. Density

Daily refence  Yes  No  N/A

Source documents for each test  Yes  No  N/A

1. QMP IRI Ride
2. QMP Plan included  Yes  No  N/A
3. 155 Report complete  Yes  No  N/A
4. Reviewed in MRS  Yes  No  N/A
5. Reference Documents Uploaded  Yes  No  N/A

7. Common Issues

A. What is the quantity (lbs) of each rebar size used?  Yes  No  N/A

B. 520/522/608 backfill

Quantity for each source used  Yes  No  N/A

Verify liquid limit/plastic index meet requirements  Yes  No  N/A

C. Verify quantities are correct in 905  Yes  No  N/A

D. Were high strength bolts sent into BTS  Yes  No  N/A

E. Each doc ID needs to be initialed and dated  Yes  No  N/A

F. Each product needs a 905 entry  Yes  No  N/A

Example : rebar each manufacture + each coating needs own entry

A 520/522/608 entry needs to be made for each backfill source used

G. Highlight heat number for steel products including hardware  Yes  No  N/A

H. All items requiring material documentation needs a 905 entry  Yes  No  N/A

If item not used make entry and state “item not used”

I. Must get documentation for change order items  Yes  No  N/A

J. If electronic records  Yes  No  N/A

No duplicates

File names needs to be doc ID

Still need to initial and date

Place final records in Finals – materials-material archive.