**MATERIALS FINALS CHECK-IN LIST**

|  |  |
| --- | --- |
| **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.