Policy & Procedure Document

Last Modified: 03/24/2017
Reviewed for Version: SiteManager 3.9b

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.0

ITEM: MATERIAL CERTIFICATION PROCESS (GENERAL)   **REVISED: 03/24/2017**

SCOPE:

To establish policy and procedures for the Material Certification Process and documentation required for project finalization.

This policy applies to all contracts awarded June 2007 and later, and may be optionally used for projects awarded prior to June 2007.

GENERAL:

Section 1302 and its subsections address policies and procedures for the Material Certification process for contracts administered in SiteManager. A Material Certification Process Utility Index shall be accessed to create contract specific reports required for project finalization. The reports are summaries of SiteManager documentation related to material testing and acceptance activities on a project, and are available as a link in SiteManager System Attachments as, "MATERIALS CERTIFICATION PROCESS UTILITY INDEX ". Policies and Procedures detailing the use of each report in the Utility Index are available in subsections to section 1300 of these Policies and Procedures. An understanding of the various reports and the sequence they should be ran will greatly improve the efficiency and accuracy of the Material Certification Process. A general outline describing the sequence of steps to complete the Material Certification Process are described at the end of this policy. There are four different types of reports available in the Utility Index:

1. Pre-Material Certification Correction Reports
2. Attachments to the Material Certification Letter Reports
3. Additional Tools
4. Material Certification Letter

1. Pre-Material Certification Correction Reports:

Correction reports must be reviewed prior to completing the rest of the Material Certification Process. The purpose of the correction reports are to flag problems in SiteManager material records, that if left uncorrected, could result in inaccurate reports attached to the Material Certification Letter.   Action shall be taken to correct problems shown on these reports before continuing with the rest of the Material Certification Process.

2. Attachments to the Material Certification Letter Reports:

These reports summarize material concerns or issues that should be documented for a Material Certification Letter. Examples include; small quantity acceptance, failed samples used for acceptance, etc. Specific reports are required, only if the specific material concerns addressed by the reports are encountered on a contract.

3. Additional Tools:

The most important tool is the "Audit Concern Indicators Report". By selecting a contract, it shows what correction reports and attachment reports are required to be printed, reviewed, and acted on, to fulfill the requirements of the Material Certification Process on a project. The other reports available under Additional Tools are summary reports not expressly required in the Material Certification Process but may be beneficial as a summary of material activities.

4. Material Certification Letter:

A report printed by the system after selecting a contract. This letter includes an indicator for each of the correction reports or attachment reports applicable to the contract, similar to the Audit Concern Indicator Report. This letter should be printed, signed, and sealed, with the appropriate attachments, after all change orders have been approved, and all correction report indicators have been resolved.

OUTLINE OF STEPS FOR MATERIAL CERTIFICATION PROCESS:

1. Verify all change orders for the contract have been approved.

2. Find out what audit concern indicators are applicable to your contract. From the Material Certification Process Utility Index, run the Audit Concern Indicators Report for the contract.

3. Looking at the Audit Concern Indicators Report, focus on column 9 - "Pending Change Order Amounts". If this is checked, change orders are still pending for the contract. The reports displaying bid + CO quantities may not be accurate.

4. Looking at the Audit Concern Indicators Report, focus on column 8 - "Unauthorized Samples". If this box is NOT checked, skip to step 6.

5. If the "Unauthorized Samples" indicator is checked with an 'x', print the "Unauthorized Samples Report" correction report from the utility Index. This report shows what sample records have **Not** been authorized. Make any necessary revisions to the sample record:

   a. Verify any templates have been completed

   b. Select appropriate status for authorization. It is possible these samples may just need to be voided out (status = void)

   c. After addressing all unauthorized samples, it is recommended to run the Audit Concern Indicators Report again to verify all samples are now authorized.

6. Looking at the Audit Concern Indicators Report, focus on column 7 - "No Data Templates". If this box is NOT checked, skip to step 8.

7. If the "No Data Templates" indicator is checked with an 'x', print the "No Data in Key Contract Test Templates Report" correction report from the utility Index. This report shows what sample records have test templates that have not been properly filled out. Make the necessary corrections to the sample record test templates. If necessary, verify all test template concerns have been address by running the Audit Concern Indicators Report again.

8. Looking at the Audit Concern Indicators Report, focus on columns 1 - 6. Print each report indicated by an 'x'. Review reports for necessary remarks and other concerns as addressed in the Policies and Procedures for each report. Make any necessary revisions or remark entries and reprint reports if necessary. Note: The "Failed" Report is not required for the Material Certification Letter.

9. Print the Material Certification Letter from the Material Certification Process Utility Index. If the "Unauthorized Samples" or "No Data Templates" indicator is visible (with a red colored 'x', double red colored asterisks, and a red colored note stating: "Per Policies and Procedures, this indicator may not remain on the Final Materials Certification Letter"), additional corrective action shall be taken on the appropriate SiteManager documents to remove these indicators. Submitting a signed letter with these indicators visible and checked should never be considered appropriate.

10. Attach the appropriate final data reports to the Material Certification Letter as indicated.

NAVIGATION TIPS:

- The Material Certification Process Utility Index is available in SiteManager:

   Main Panel > Accessories(+) > System Attachments
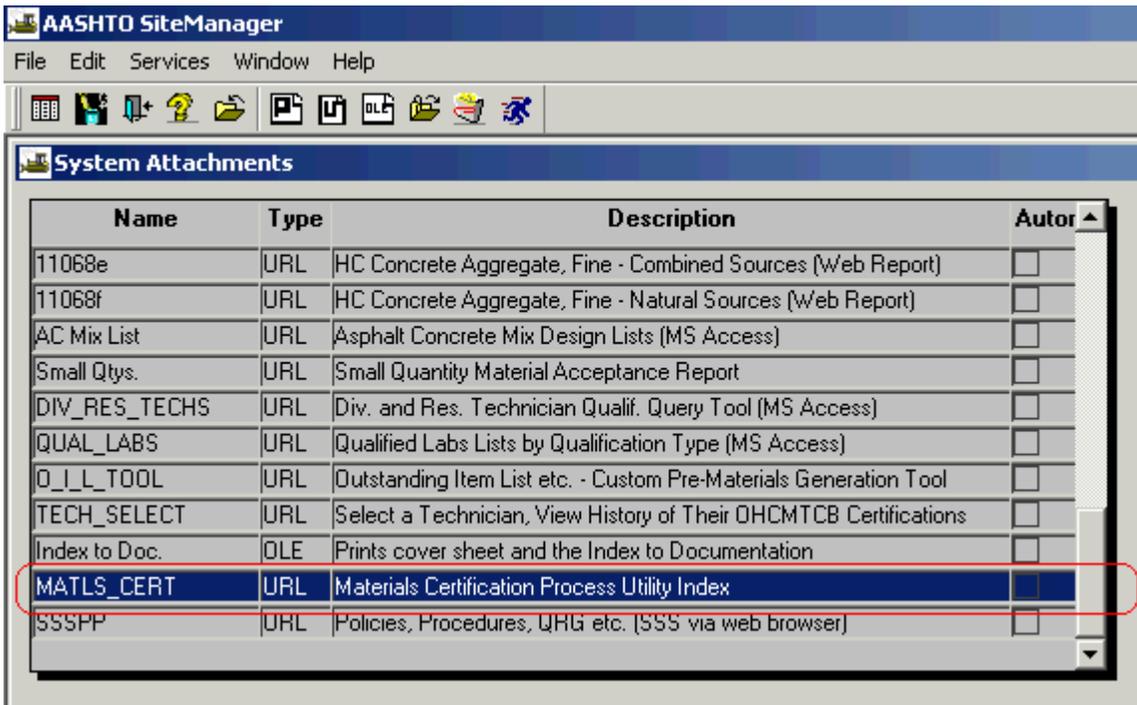
- Select the System Attachment highlighted above and click the icon or double click the selection.

- An index of reports will open. To launch one of the reports, click the link of the report you want to view.

- As the report opens, an "Internet Explorer" box will appear asking what you want to do with the file. Always select the

  → Open
  The file won't be saved automatically.

  option.

- Most reports require the selection of a contract. Click on the dropdown box arrow **Select:** [▼] and a list of contracts will appear within a few seconds.

- After selecting a contract, there are several choices:

  | Preview SMQ Report | Export Snapshot |
  | My Contract is not listed on this Pick List |
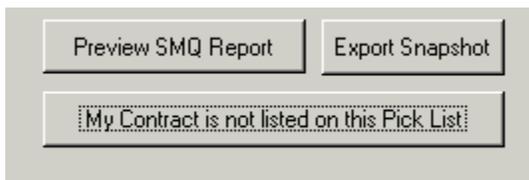
- After selecting one of the actions above, a Microsoft Access query will begin to run. This may take a while. Please be patient. A "Running Query" status bar should be visible at the bottom of the screen letting you know the progress of the query.

- Clicking the Print button will print the report.