

Policy & Procedure Document

Last Modified: 05/29/2007
Reviewed for Version: SiteManager 3.7

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1B


ITEM: FAILED AND ACCEPTED MATERIALS REPORT

REVISED: 05/29/2007

SCOPE:

To establish a policy and procedure for the utilization of this report in the material's certification documentation process. **This policy applies to all contracts awarded June 2007 and later, and may be optionally used for projects awarded prior to June 2007.**

GENERAL:

The Failed and Accepted Materials Report is a summary of all Contract samples which were authorized with a Status = "4c: Fail & Accepted". If Contract samples were authorized with this status, this report is a required document that shall be attached to the Material Certification Letter. Contract Samples with this status can satisfy Contract sampling and testing requirements. For each listing on the report, remarks are required. The displayed remarks come from the two remark fields available on the sample record (General Remarks  and Disposition Remarks under the Services Menu).

This report is sorted by Material Code, and displays the quantity of the failed and accepted material. The report also displays the sample record details, remarks, associated Contract/Project/Line Numbers and their individual quantities. This report is obtained by selecting a Contract.

A review of this report prior to issuance of the Material Certification Letter should focus on the following issues:

- The indicator may remain on the final Materials Certification Letter with this report attached as the required documentation, however:
- Remarks should be included indicating what failed, and the basis for acceptance.
- The correct material quantity should be indicated
- Proper authorization should be indicated. (see additional discussion)
- Use of material listed as Failed & Accepted should be within the guidelines and policies established in the Residency and Division.

Additional Discussion:

Because contract Samples failing material specifications and authorized with the status of Fail & Accepted, count towards satisfying contract Sampling and testing requirements, it is strongly recommended that these samples be authorized and remarks made by the Resident Engineer. This provides documentation that the person responsible for the acceptance decision was aware of the failing material when it was incorporated in the project.