

Policy & Procedure Document

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

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1D

ITEM: FINAL SAMPLING CHECKLIST

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 Final Sampling Checklist is a summary to represent the final status of the SiteManager Contract Sampling and Testing Requirements. This is not a new report, it is the same custom report covered in Sampling Checklist. When Contracts have SiteManager Contract Sampling and Testing Requirements, this report is a required document that shall be attached to the Material Certification Letter.

This report is sorted by Material Code, and displays the conversion factors, sum of bid quantity and net change order, installed and satisfied quantities. The report also displays sample and test details, required and satisfied sampling/testing counts. This report is obtained by selecting a Contract.

In review of the matters represented by this report:

- Approval of a Change Order will affect quantities on this report. Be aware of pending Change Orders, including Final Quantity Change Order that may still be in the approval process. This report may have to be re-ran after a pending Change Order is approved.
- There should be no materials discrepancies indicated by the estimate process.
- On this report, for any given Test Method listing, "Satisfied" should be equal to or exceed "Current Req'd".
- On this report, for any given Project / Line / Item listing, "Satisfied" should be equal to or exceed "Installed".