

Policy & Procedure Document

Last Modified: 05/21/2008
Reviewed for Version: SiteManager 3.7

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1F

ITEM: SAMPLING AND TESTING MODIFICATIONS REPORT


REVISED: 05/21/2008


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 Sampling and Testing Modifications Report is a summary of SiteManager Contract Sampling and Testing Requirements which were modified post materials generation. If SiteManager Sampling and Testing Requirements were modified, this report is a required document that shall be attached to the Material Certification Letter.

This report is sorted by Project /Line No., and displays the current conversion factor, and sampling and testing requirements. Any remarks  added to a test on the "Sample and Testing" Tab of the Contract Sampling and Testing Requirements Window are also displayed in the report. This report is obtained by selecting a Contract.

****NOTE:** Due to system configuration, when multiple tests are listed for a Material on an Item, any Remark entered for any one Test may also be displayed in  and reported for other listed Tests. This only occurs when multiple Tests occur, such as with Asphalt. It is especially important in these cases to include within the Remark exactly which Test was altered. Another method of documentation would be to include "No changes made" in Remarks for any Test you did not change.

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:
- Associated Remarks should indicate what was modified and why

Current global settings for the Item (what it would appear like if materials were generated for the Item today) may be found in:

Materials Management > Material Information(+)> Sampling and Testing Requirements, window in SiteManager. It should be noted, however, there is a possibility that global requirements were modified since materials were generated.

Additional Discussion:

Certain revisions to Contract Sampling and Testing requirements will **not** be displayed in this report (based on filters set up in the query). Contract S&T revisions that will not show up include:

- Revisions that modified the Sample Type = SMQ (small quantity acceptance), as this change is summarized in another report.
- System generated revisions due to change order approval.

Revised 3/3/2008 to include **NOTE.

Further clarified **NOTE 5/21/2008