Policy & Procedure Document

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

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.1G

ITEM: NO DATA IN KEY CONTRACT TEST TEMPLATES 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 No Data in Key Contract Test Templates Report is a summary of all Material test templates on Sample Records for a Contract (authorized with a countable Status) with no test data entered. This report is classified as a **"Pre-Material Certification Correction Report"** in the Material Certification Policy. The purpose of this report is to flag problems in SiteManager Material records (blank templates) that if left uncorrected could result in inaccurate reports attached to the Material Certification Letter. Action shall be taken to correct problems shown on this report before continuing with the rest of the Material Certification Process. This report should **not** to be attached to the Material Certification Letter as justification for blank material templates. Rather, this report is to be utilized to correct the problem by revising affected sample record(s).

This report is sorted by Sample ID, and displays the Test Template, Test No. and sample authorization details. 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 not remain on the final Materials Certification Letter
- Sample records are to be revised and appropriate test results added to remove this indicator from the Materials Certification Letter

Additional Discussion:

It is a required and essential part of Contract documentation to input material test results into the SiteManager Material Test Templates. Comprehensive security features within SiteManager restrict access to Material Test Templates based on a User's Technician Certification status. Not enforcing the requirement to properly utilize SiteManager templates allows non-certified testers to satisfy Contract Sampling and Testing requirements. Data from the Templates is utilized to monitor the performance and quality of Material Suppliers, Contractors, Labs, and Material Technicians. When data is not properly entered in the templates, the ability to analyze performance and improve specifications is greatly diminished.