

Policy & Procedure Document

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

SECTION: 1300 - Project Finalization

ITEM NUMBER: 1302.2C

ITEM: FAILED MATERIALS REPORT

REVISED: 05/29/2007


SCOPE:

To document the Failed Materials Report, available under the Additional Tools section in the Material Certification Process Utility Index.

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 Materials Report is a summary of all Contract samples which were authorized with a Status = "4d: Fails". Samples with this status do **not** satisfy Contract sampling and testing requirements.

This report is not required to be attached to the Material Certification Letter. The purpose of this report is to provide a listing of all samples on a contract marked as "Fails" and therefore **not** utilized for acceptance on a pay item. This report can be run at any time during the progress of a contract. The usefulness of this report is improved if remarks were entered for the sample record, as the two sample record remark fields (General Remarks  and Disposition Remarks under the Services Menu) are displayed in the report.

This report is sorted by Material Code, and displays the quantity of the failed 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.

Additional Discussion:

Contract Samples tested in the Materials Division Lab, failing specifications are usually authorized with a status = Fails. Examples of materials include; asphalt binders, lime, fencing materials, etc. If a re-sample is not taken, and/or the material is incorporated into the work, the Residency will need to revise the failing sample with a status of Fail & Accepted in order to satisfy Contract Sampling and Testing Requirements.