

Quick Reference Guide

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Reviewed for Version: SiteManager 3.9b

Materials Certification Checklist (Division Auditor)

As part of the process to streamline the Materials Certification Process in SiteManager, a 'checklist' has been developed which indicates those items to be reviewed and verified by the Division Auditors when auditing the Materials Certification.

The portions of this certification that will be reviewed/spot checked are listed:

A) Materials Certification Letter-----

- Review the “Audit Concern Indicators Report” to verify **blocks 8 & 9 are BLANK.**
- Verify that the certification has been signed & sealed by a Professional Engineer.
- Verify that the required reports are attached.
- Verify date on the certification is AFTER the Approval Date of the Final Quantity Change Order.

B) Small Quantity Acceptance Report-----

- Verify the **FULL** quantity, of an Item, has been included (**partial quantities ARE NOT to be included.**).
- Verify remarks are included by the appropriate Residency personnel.
- Verify the material on the item DOES NOT appear on the Sampling and Testing Modification Report.

C) Failed and Accepted Report-----

- Verify remarks are included by the appropriate Residency personnel.
- Verify the correct quantity for the item is included.
- Verify a Deduction Change Order, if required, has been approved.

D) Final Outstanding Item Report-----

- Verify that items on this report have been accepted per ODOT's specifications.
- Verify the location for the basis of acceptance is noted.

E) Final Sampling Checklist-----

- Verify the Final Quantity Change Order has been approved.
- Verify the “Satisfied” quantity is equal to or exceeds the “Installed” quantity.
- Verify that the numbers of tests are equal to or have exceeded the total required/performed.

- Verify the “Satisfied Frequency of Testing” Quantities have been modified/increased to include minor quantity over runs.

F) Sampling & Testing Modifications Report-----

- Remarks have been entered by the appropriate Residency personnel.

G) Failed Materials Report-----

- This report shall be addressed by Residency personnel.

H) Verify Actual Date is entered for Materials Certification in Checklist Event Dates per policy.

- Navigate to Contract Administration (+) > Contract Records (+) > Checklist Event Dates
- Select Contract and assure Actual Date is entered for Materials Certification
- Example:

AASHTO SiteManager

File Edit Services Window Help

Calendar, Desktop, Print, Help, Fields

Checklist Event Dates

Contract ID: 070112

Event Type	Frequency Type	Event Group Type	Next Proj Date	Job of to Activate	Required	Discr Ind	Requ Doc
Wage Rate Interview (C)	Monthly	Federal Requirement Form	09/20/07		N	Y	Letter
Review Progress Chart	One Time Only	Specification Requirement	05/15/07		N	Y	Chart
Material Certification	One Time Only	Specification Requirement	05/15/07		N	Y	Certificat
Bulletin Boards	One Time Only	Federal Requirement Form	04/16/07		N	Y	Letter
Contract Material Genera	One Time Only	Specification Requirement	04/02/07		N	Y	Outstand
Payroll Verification Date	Weekly	Federal Requirement Form	06/04/07		N	Y	Letter

Projected Date	Actual Date	Comments
05/15/07	10/11/07	chux