

Quick Reference Guide

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Prestress Concrete Bridge Items - Shop Inspection documentation

Introduction

Prestress bridge items like PC Beams are inspected during fabrication, at the shop, by an ODOT authorized inspection agency. This QRG describes the SiteManager documentation of the shop inspection activities and how that data may be accessed. This data information should be utilized when making a decision to pay for material on hand in lieu of requiring paper copies of documents from the inspection agency. The official acceptance of the material for the pay item is based on documentation of field visual inspection of the beams delivered to the project site, as described by Acceptance Method AM5002.

- Materials Division will create a sample record and scan inspection reports as described in sections A & B.
- Residency can use a utility to easily find the sample record and inspection report as described in section C.

A: Entering shop inspection activity data into SiteManager

Materials Division employees will be responsible to enter shop inspection activity data into SiteManager using the following guidelines:

1. Obtain the authorized inspection agency's signed and sealed inspection report.
2. Create a new Sample Information record in SiteManager and enter a Sample ID using the format below:

Shop1yymmddtttt where:

shop1 = always use shop1 for Prestressed Concrete Bridge Items - Shop Inspection documentation

yy = 2 digit year of inspection report date indicated on inspection report. (Use earliest inspection report date if entering multiple inspection reports)

mm = 2 digit month of inspection report date indicated on inspection report. (Use earliest inspection report date if entering multiple inspection reports)

dd = 2 digit day of inspection report date indicated on inspection report. (Use earliest inspection report date if entering multiple inspection reports)

tttt = 4 digit time of sample record creation (military time)

Example Sample ID:

shop10908241515

would have been created for Prestressed Concrete Bridge Items - Shop Inspection documentation. The inspection report indicated that the inspection took place on 8/24/2009. The sample record was created at 3:15 pm (15:15 military time - for p.m. add 12)

- *3. Set the Sample Status to "4b: Information Only"
- *4. Set the Sample Type to "Shop Inspected"
- *5. Set the Acceptance Method to either "Shop Approved", "Shop Approved by 105.03" or "Shop Rejected" (these cannot be combined - create separate sample records for each)
- *6. Select Material "qual004 - Prestressed Concrete Bridge Item"
- 7. Select the appropriate Producer / Supplier and Product Name (required due to material code)
- 8. Save and click on the Contract tab
- *9. Select the appropriate Contract, and then select all appropriate Contract Line Items
- *10. Post quantities to selected Contract Line Items as they appear on the inspection agency's inspection report and save (Note: the qual004 material code is associated to both prestressed concrete beams and

elastomeric bearing pads.). See "Tools to use to determine the appropriate Contract line item to post shop inspection quantities to" below.

11. Scan the authorized inspection agencies signed and sealed inspection report to produce a .pdf file, locate and attach it to the sample record.

*12. Save the Sample Information record, then (top bar) Services > Authorize - Note: Person authorizing the record must be assigned to the Central office.

13. Once data entry is completed, mark the SiteManager Sample ID on the shop inspection paper documentation (indicates data entry was completed) and place it in Materials Div. Project file. Do not distribute shop inspection paper documentation.

*Criteria for the utility report to properly display the data

B: Useful tools for determining the appropriate Contract line item to post shop inspection quantities to

In some cases it may be a challenge for Materials Division to determine the appropriate Contract line item based on the inspection agency's inspection report only. For Bridge A, B, C etc. designations it may be helpful to look at the bid proposal in the Contract file. Another tool to use may be the inspection notification letter or the letter utility. Yet another option may be the project plans. Every effort should be made to post the data accurately. If you are not sure you have entered any or all of the inspection data yet, use the report utility described below to check the data progress to date.

Example inspection notification letter:



C: Accessing and using shop inspection activity data reports for a SiteManager Contract

1. Navigate to System Attachments to access the following utility: SHP_INSP_PCBP - Shop Inspection of Pres. Conc. Br. Items.

2. Open that Access utility, select your contract from a pick list of qualifying contracts (inspection data has to be properly entered into SiteManager) and obtain the contract report.

Example contract inspection activity data report:



To see the authorized inspection agencies signed and sealed inspection report, navigate to the sample record indicated on the report above and view that sample record's attachment.

Example sample record attachment:



The primary purpose of this data process is to negate the need for paper copies of the inspection agency's inspection reports. Consequently, Materials Division will not make distribution of paper copies of any shop inspection information on any Contracts for which they have completed data entry. If you think you need the

paper copies of shop inspection information and you have not received them yet, check this data report utility for your Contract.

Please note that payment adjustments for materials may be warranted whenever "Shop Approved by 105.03" is documented.

01/08/2009 - Revised Section A - 2. sample ID format yymmdd to use inspection report date in lieu of inspected date.