

CONTRACT MATERIALS CHECKLIST

Contract \_\_\_\_\_ District \_\_\_\_\_ P.E. \_\_\_\_\_

Check the contract file ensuring that:	YES	NO*	N/A
1. All items on Record of Material (ROM) have approved sources.	( )	( )	( )
2. Approved sources were used for all items.	( )	( )	( )
3. Acceptance sample testing frequency is adequate with final quantities considered.	( )	( )	( )
4. Justification given for all non-spec. materials that was accepted by testing and incorporated into the Project.	( )	( )	( )
5. Assurance sample testing frequency is adequate with final quantities considered.	( )	( )	( )
6. The approved catalog cuts and mill certs are in the file.	( )	( )	( )
7. The required Materials Acceptance Reports (MAR) are in the file.	( )	( )	( )
8. The Manufacturer's Certifications (Mfg. Cert.) are in the file.	( )	( )	( )
9. The Final Quantities match the MAR Quantities.	( )	( )	( )
10. The Mfg. Cert. quantities match the final quantities.	( )	( )	( )
11. The required change of source action letters were completed.	( )	( )	( )
12. Was a credit received for any non-spec. mat'l used?	( )	( )	( )
13. All independent assurance samples (IA's) are on file.	( )	( )	( )
14. Assurance sample test results produced satisfactory correlation with Acceptance Samples.	( )	( )	( )
15. I.A. test results produced satisfactory correlation with Acceptance Samples.	( )	( )	( )
16. I.A. test results produced satisfactory correlation with Assurance Samples.	( )	( )	( )
17. Pavement and surfacing depths met plan requirements.	( )	( )	( )
18. Pavement and Bridge widths met plan requirements.	( )	( )	( )
19. Minor Quantities Documentation.	( )	( )	( )

\* All "No" checks constitute materials certification deficiency. These each require a comment or an explanation by Project Engineer and an attachment to Certification of Materials detailing the circumstances.