**FDOT MATERIALS ACCEPTANCE**

**QUALITY ASSURANCE REVIEW CHECKLIST FOR LOCAL AGENCIES**

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| --- | --- |
| **Project FIN:** | **Contract No:** |
| **Local Agency:** | **Project Administrator:** |
| **Project Description:** | **Date of Review:** |
| **Reviewer Name:** | **Reviewer Signature:** |
| **Local Agency Rep Name:** | **Local Agency Rep Signature:** |

**Items to be Checked and Verified:**

|  |  |  |
| --- | --- | --- |
| **Asphalt, Concrete & Earthwork Items** | | **Comments** |
| **Quantities**   * Plan vs. Actual | |  |
| **Test Requirements**   * Test Frequency * No. of Test Required * No. of Test Taken | |  |
| **Test Reports & Other Documentations**   * Testing Docs Available w/ Corrective Actions? * Delivery Tickets available, accurate, have all information needed? * Producer’s certifications available, accurate, have all information needed? * Any failing material left in place? How much? * Disposition of failing material provided? * Are supporting documents available for disposition? Are they accurate and with appropriate signatures? * Qualifications Required by Contract | |  |
| **Quality & Completeness**   * Overall summary of quality and completeness of material acceptance and documentation system. | |  |
| **Additional comments requiring response/ resolution/ follow up action** | | |
| **Material** | **Comment** | |
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