**FDOT MATERIALS ACCEPTANCE**

**QUALITY ASSURANCE REVIEW CHECKLIST FOR LOCAL AGENCIES**

|  |  |
| --- | --- |
| **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** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |