**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:**

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| **Geotechnical Items** | **Comments** |
| **Contract Specifications**   * Contract per FDOT Specifications or LAP Specifications? |  |
| **Foundation Installation Plans: Drilled Shafts, Piles, Auger Cast piles**   * Reviewed and concurred with or by DGE or Rep? * CTQP certifications of inspectors available? * CBT class certificate available? (MSE walls and Auger Cast Piles) |  |
| **Pre-installation Meeting Minutes (Piles, Shafts, Auger Cast Piles)**   * Meeting scheduled and attended by all stakeholders? Inspectors, CEI etc. * Meeting attended by DGE or Rep? |  |
| **Driving Criteria Letters/ Pile Length letters, Test/Method Shaft, Load Test Results**   * Reviewed and concurred with or by DGE or Rep? * Pile length letters signed and concurred with by DGE and distributed per CPAM? |  |
| **Pile Driving Logs, Drilled Shaft Logs, Auger Cast Pile Logs**   * Properly filled out and proper documentation used? * Reviewed by CEI PM or Rep for acceptance? |  |
| **Foundation verification testing documentation (CSL, Test piles, Load Tests)**   * Any verification tests performed? * Verification testing in accordance with contract specifications? * Test results reviewed and concurred with or by DGE or Rep? |  |

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| **Additional comments requiring response/ resolution/ follow up action** | |
| **Material** | **Comment** |
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