**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?
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| **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)
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| **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?
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| **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?
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| **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?
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| **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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