

Project Materials Certification

Effective: January 18, 1996

UDOT 08B-31

Revised: June 11, 2013

Purpose

To establish the Utah Department of Transportation (Department) policy, procedure, and responsibility for acceptance of construction work and materials, and certification according to 23 CFR Part 637. Refer to 23 CFR 637 subpart B and appendix A.

Policy

The Department will monitor and verify compliance with approved plans and specifications for the work and materials incorporated into construction projects. The Resident Engineer is the authorized Department representative responsible for collecting and documenting the information necessary to accept and certify the work and materials. The Region Materials Engineer and the District Engineer are responsible for reviewing work and materials acceptance documentation on a periodic basis for consistency with applicable standards, policies, and procedures.

Definitions

Quality Assurance Program

The Department's Quality Assurance Program that includes the materials acceptance program as outlined in the Department's Minimum Sampling and Testing Requirements and Materials Manual of Instruction.

Procedures

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Responsibility: Resident Engineer

Actions

1. Verify all required materials tests and acceptance procedures are completed as required by the Quality Assurance Program and contract specifications.
2. Accept or reject the work and materials based on the Quality Assurance Program and contract specifications.
3. Determine that all required acceptance documentation is in the project file before processing payment for the contract items incorporating the materials.
4. Notify immediately the Contractor, District Engineer, and Region Materials Engineer of work or material that does not comply with plans and specifications.
5. Document unacceptable work or material on form C106 - Notice of Unacceptable Work or Material.
6. Coordinate with the Region Materials Engineer and District Engineer in determining the disposition of work or material that does not comply with plans and specifications.
7. Coordinate and obtain agreement from the Region Materials Engineer and District Engineer at the time of acceptance for all exceptions to the plans, specifications, and Quality Assurance Program.
8. Document exceptions to the plans, specifications, and Quality Assurance Program on Form C196 - Project Materials Certification.
9. Make all tests and acceptance reports readily available for inspection and periodic review by the District Engineer, Region Materials Engineer, and others.
10. Certify project work and materials by signing and completing Form C196.
11. Forward form C196 to the District Engineer for review, along with all original project records and source documentation.

Responsibility: District Engineer

12. Check conditions on the project upon receiving notification from the Resident Engineer that specified work or material does not meet contract requirements.
13. Coordinate with the Region Materials Engineer in determining the disposition of work or material that does not comply with plans and specifications.
14. Review Form C196 and attachments to verify all required action has been completed.
15. Sign and forward Form C196 with all original project records and source documentation to Central Construction.

Responsibility: Region Materials Engineer

16. Spot check periodically materials acceptance documentation to verify that acceptance decisions comply with the Quality Assurance Program and contract specifications.
17. Notify the District Engineer and other staff as appropriate when discovering non-compliance with the Quality Assurance Program.
18. Review and approve Form C106 when any unacceptable work or materials are allowed to remain in place at a reduced price.
19. Review and sign Form C196 when exceptions to the plans, specifications, and Quality Assurance Program are indicated.

Responsibility: Contracts, Compliance and Certification Manager

20. Maintain original Form C196, Project Materials Certification, in the Central Construction project files to be archived. A copy of this form, along with all project materials records is placed in the Region project files.
21. Forward a copy of Form C196 to FHWA as required.