Materials Certification Checklist
(Division Auditor)

As part of the process to streamline the Materials Certification Process in SiteManager, a 'checklist' has been developed which indicates those items to be reviewed and verified by the Division Auditors when auditing the Materials Certification.

The portions of this certification that will be reviewed/spot checked are listed:

A) Materials Certification Letter------

- Review the “Audit Concern Indicators Report” to verify blocks 8 & 9 are BLANK.
- Verify that the certification has been signed & sealed by a Professional Engineer.
- Verify that the required reports are attached.
- Verify date on the certification is AFTER the Approval Date of the Final Quantity Change Order.

B) Small Quantity Acceptance Report------

- Verify the FULL quantity, of an Item, has been included (partial quantities ARE NOT to be included.).
- Verify remarks are included by the appropriate Residency personnel.
- Verify the material on the item DOES NOT appear on the Sampling and Testing Modification Report.

C) Failed and Accepted Report------

- Verify remarks are included by the appropriate Residency personnel.
- Verify the correct quantity for the item is included.
- Verify a Deduction Change Order, if required, has been approved.

D) Final Outstanding Item Report------

- Verify that items on this report have been accepted per ODOT’s specifications.
- Verify the location for the basis of acceptance is noted.

E) Final Sampling Checklist------

- Verify the Final Quantity Change Order has been approved.
- Verify the “Satisfied” quantity is equal to or exceeds the “Installed” quantity.
- Verify that the numbers of tests are equal to or have exceeded the total required/performed.
• Verify the “Satisfied Frequency of Testing” Quantities have been modified/increased to include minor quantity over runs.

F) Sampling & Testing Modifications Report-----

• Remarks have been entered by the appropriate Residency personnel.

G) Failed Materials Report-----

• This report shall be addressed by Residency personnel.

H) Verify Actual Date is entered for Materials Certification in Checklist Event Dates per policy.

• Navigate to Contract Administration (+) > Contract Records (+) > Checklist Event Dates
• Select Contract and assure Actual Date is entered for Materials Certification
• Example: