Washington State Department of Transportation

Contract Materials Checklist

Contract Number	State Route	Federal Aid Number(s)
Project Title		

		Yes	No*	N/A	Item No(s).
1.	Record of Materials is completed per CM 9-1.2C showing the status of all materials used in the construction of the project, including change order items, and appropriate status boxes are checked for Work Completed (WC), Documentation Completed (DC), and Not Used (NU) for all ROM items.	☐	☐**		
2.	The actual materials/products used along with the actual basis for acceptance of those materials and products has been documented.	☐	☐**		
3.	All uses of proprietary items are documented.	☐	☐	☐	
4.	When required, change of material/product letters and a revised RAM were initiated by the contractor.	☐	☐	☐	
5.	A Change Order has been completed for all materials accepted and incorporated into the project, but which failed to meet the required specifications when tested.	☐	☐**	☐	
6.	An appropriate credit has been received for all non-specification materials used.	☐	☐**	☐	
7.	Modifications to testing/inspection procedures, including CM 9-1.1, have been explained and documented by the Project Engineer prior to construction of the item.	☐	☐	☐	
8.	Acceptance based on Sampling and Testing for Small Quantities has been documented. CM Chapter 9-1.1A.	☐	☐	☐	
9.	Where Manufacturers Certifications were not provided prior to material or product installation, the Project Engineer has provided specific prior approval for the work to continue in accordance with 1-06.3 of the Standard Specifications.	☐	☐	☐	
10.	All required acceptance actions and documentation were completed and satisfactory test results demonstrated before payment was made on each item.	☐	☐	☐	
11.	Acceptance sampling & testing frequencies for each item accepted is adequate for the total quantities of those items incorporated into the project.	☐	☐**	☐	
12.	All Acceptance Sampling and Testing completed by the Project Engineer utilized Qualified Testers and Certified Testing Equipment in accordance with the Qualified Tester program.	☐	☐	☐	
13.	All fabrication inspected items have been accepted in accordance with CM 9-2.1A	☐	☐**	☐	
14.	The contractor has submitted all required Manufacturer Certifications and Mill Certifications, the Certifications represent the specification requirements noted in the contract, and quantities represented by the certifications match or exceed the final quantities used.	☐	☐**	☐	
15.	All required catalog cuts have been approved and are on file.	☐	☐**	☐	
16.	All required Certificates of Materials Origin have been received and are on file. (DOT Forms 350-108, 350-109, 350-110 and/or 350-111 as required)	☐	☐**	☐	

* Checklist items marked “No” constitute a Materials Certification deficiency. Each “No” requires the contract item number for the affected item to be shown along with an attachment to the Materials Checklist detailing the circumstances of use, the method used for acceptance of the material, the Project Engineer’s evaluation of the material, suitability for it’s application, and determination as to whether or not it may have met the specification in spite of the materials documentation oversight. If the project is Federally funded, the Project Engineer should also include a recommendation for Federal participation in light of the use of undocumented materials.

** These specific materials deficiencies on Federal Aid projects must be resolved through State Construction Office and may result in the loss of Federal participation.

Project Engineer’s Signature	Date
Region Construction Engineer/Operations Engineer/Area Engineering Manager Signature	Date