

**COLORADO DEPARTMENT OF TRANSPORTATION
FINAL MATERIALS DOCUMENTATION CHECKLIST, (REVIEW or AUDIT)**

Project No.	Contract ID	Acceptance Date
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Residency Finals Review <input type="checkbox"/> or Region Finals Audit <input type="checkbox"/>	Progress Estimate number:
Major Item 1.)	Major Item 2.)
Major Item 3.)	Major Item 4.)

1.)	2.)	3.)	4.)	In order for materials documentation to be complete, the following items need to be checked:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Quantities between Progress Estimate and CDOT Form #250 agree. (If different, it is noted)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Sheet/Serial number(s) on CDOT Form #250 match project documents, of the item(s) checked.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tests required and tests reported on the Form #250 agree. (If different, it is noted.)

yes	no	
<input type="checkbox"/>	<input type="checkbox"/>	If IA tests are involved, Field Sheet/Serial number(s) on CDOT Form #379 match project documents and all test(s) agree with field acceptance tests, and if applicable, shortages and exceptions are explained.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure the correct number of tests on the CDOT Form #379.
<input type="checkbox"/>	<input type="checkbox"/>	IA Witness tests did not exceed 20% of actual testing, for each test element.
<input type="checkbox"/>	<input type="checkbox"/>	Independent (IA)/Acceptance (QA)/Check Test differences are explained.
<input type="checkbox"/>	<input type="checkbox"/>	Form #250 signed by the Project Engineer and Form #379 has Final Approved by signature of the Region Materials Engineer and Project Review by signature of the Project Engineer.
NOTE: The following materials records are required to be attached to complete the finals materials documentation process, if applicable for this project:		
<input type="checkbox"/>	<input type="checkbox"/>	Letters, CMOs, MCRs, field sheets, etc. if used as the primary documentation within the Explanation of Exceptions
<input type="checkbox"/>	<input type="checkbox"/>	CDOT Form #325, Final Estimate Data. (If not yet developed, indicate this in Review Notes.)
<input type="checkbox"/>	<input type="checkbox"/>	Progress Estimate. <i>Note if a more recent version was used since the Project Closure.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Random Sample Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Price reduction calculations.(with supporting documentation)
<input type="checkbox"/>	<input type="checkbox"/>	QC/QA Data for Item: . (reference applicable Items)
<input type="checkbox"/>	<input type="checkbox"/>	Buy America Certificate, for steel products, All individual certifications + each monthly summary report included.
<input type="checkbox"/>	<input type="checkbox"/>	Roadway Surface Accomplishment Report (RSAR).
<input type="checkbox"/>	<input type="checkbox"/>	Evaluation of Materials Testing, Form #1324 (per CP 16).

Review notes:

This is to certify that the review of the materials documentation indicates the documentation is complete and accurate.			
Name (Printed)	Name (signed)	Title:	Date: