

CERTIFICATION PROJECT COMPLIANCE REVIEW (January 2008)

- I The Review Manager (Mn/DOT Pavement Engineer) will call a meeting of the Grading and Base, Concrete and Bituminous Units to determine the project certifications to be reviewed for the past year.

RATE: 1 or 2 projects from each resident/construction office.

- a. They might be small, medium or large projects.
 - b. All will have either grading & base or bituminous or concrete items or a combination of the specialists' items.
 - c. The candidate list will only include projects that have been certified by their respective district offices.
- II. The Review Manager will request the project files for the selected projects from the districts. This request will go to both the resident office and the appropriate materials office.
- III. Project Reviews by the specialty units are started as soon as possible and are completed prior to the construction season:
- a. Check for compliance with the Schedule of Materials Control.
 - b. Check for compliance with "out-of-tolerance" testing.
 - c. Check for the completion of all required forms, i.e., failure, out-of-tolerance, Monthly G & B Report, daily concrete reports, technical certifications of project personnel, documentation for material price reductions, etc.
- IV. The Review Manager will send a copy of all the signed Certification Compliance Review Forms to the appropriate district personnel and to the Materials Manager (Jim Kochsiek). Each Resident Engineer will also be asked to provide written responses to the audit findings for their construction projects. Significant errors/omissions will be discussed with appropriate district personnel. An overview of the entire certification process and the outcome may be presented by each specialty office (Bituminous, Concrete and G & B) at the Construction Technician Workshop. In addition, the Materials Manager will prepare an annual report for program evaluation and improvement. The annual report will be distributed to the FHWA and Mn/DOT personnel as appropriate.