Washington State Department of Transportation

Examination Sheet For Contract Items

Contract No.	F.A. No.	Active	Complete

Item No.	Description	Unit	Price/Unit

Plan Quantity	Present Quantity	Final Quatity	Added Item	C.O. No.

Quantities Examined

Entry #	Date	Location	Grp. #	Est. #	Recorded Qty	Examined Qty	Source

Total _____ _____%

Documentation Practices Examined

- ☐ 1. Selected representative samples
- ☐ 2. Inspection Reports (IDR) maintained
- ☐ 3. Change Orders approved prior to start of work
- ☐ 4. Ledger quantity checked to source documents
- ☐ 5. Field Notes current and computations complete
- ☐ 6. Field Notes filled out and properly signed
- ☐ 7. Materials furnished from approved source
- ☐ 8. Proper tests for quality acceptability
- ☐ 9. Operations for Pour and Piling observed and documented
- ☐ 10. Scales Certification date: _____
- ☐ 11. Tare weights properly recorded
- ☐ 12. Force Account documented and confirmed with Contractor

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Type of Supporting Records Examined

- ☐ Project Ledger
- ☐ Field Note Records
- ☐ Inspectors Daily Reports
- ☐ EDP Input/Output Sheets
- ☐ Pile Books
- ☐ Scalemans Daily Report
- ☐ Delivery Tickets
- ☐ Truck Measurements
- ☐ Invoices
- ☐ Force Account Reports
- ☐ Materials Lab Reports
- ☐ Manufacturers Cert/Cat Cuts

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Review Results

The examination shows this item was measured in accordance with the Contract and the Standard Specifications. _____

The documentation practices were in accordance with the requirements of the Construction Manual. _____

Comments and Recommendations

Project Engineer _____ Examiner _____ Date _____

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