



**Colorado Department of Transportation  
Final Materials Documentation Checklist, (Review or Audit)**

Project No.	Contract ID	Acceptance Date
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<b>Residency Finals Review</b>	<b>Region Finals Audit</b>	Progress Estimate number:
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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:
				Final Quantities between Progress Estimate and CDOT Form 250 agree. (If different, it is noted)
				Field Sheet/Serial number(s) on CDOT Form 250 match project documents, of the item(s) checked.
				Tests required and tests reported on the Form 250 agree. (If different, it is noted.)

yes	no	
		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.
		Ensure the correct number of tests on the CDOT Form 379.
		IA Witness tests did not exceed 20% of actual testing, for each test element.
		Independent (IA)/Acceptance (QA)/Check Test differences are explained.
		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:**

		Letters, CMOs, MCRs, field sheets, etc. if used as the primary documentation within the Explanation of Exceptions
		CDOT Form 325, Final Estimate Data. (If not yet developed, indicate this in Review Notes.)
		Progress Estimate. <i>Note if a more recent version was used since the Project Closure.</i>
		Random Sample Schedule
		Price reduction calculations.(with supporting documentation)
		QC/QA Data for Item: . (reference applicable Items)
		Buy America Certificate, for steel products, All individual certifications + each monthly summary report included.
		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:
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