# Project Certification Process

Webinar 7 (Sept. 20, 2012)

**Audit Process**

- Routine audits will be performed by M&T representative's though-out life of the project.
- Types of audits performed:
  - Initial Review Audit
  - Quarterly Review Audit
  - Project Certification Review Audit
- Audits will be reviewed and/or sent to RE and Division personnel.

**Project is completed**

**Notification**

- "Acceptance Date Approval Alert"
- Received through HiCAMS
- Opened and reviewed by Record Section Specialist (within 10 days from alert)

**Beginning Of Material Review Process**

- Performed by Records Specialist
- Go into HiCAMS/Functions/Project Certification/Review Project Certification
  - Review LI discrepancies
  - Review sampling discrepancies
  - Insert notes to resolve discrepancies
  - Initial 30 days to resolve discrepancies
- E-mail Notifications – "Material Review Has Begun":
  - Project Personnel
  - M&T Personnel

**Completion Of Material Review Process**

- During 30 day review process
  - Routinely review notes placed by project personnel to resolve discrepancies.
  - All notes should be placed in HiCAMS/Functions/Project Certification/Review Project Certification – on appropriate LI
  - Notes should include details and names
- E-mail Notifications – "Material Review Is Complete"
  - Sent at end of 30 day review process
  - M&T Personnel

**Exceptions Report Complete**

- Federal Compliance Engineer and Quality Systems Engineer will review unresolved discrepancies.
- Email and follow-up phone calls will be made to RE's office to resolve issues.
- Email and follow-up phone calls will be made to AME's office to resolve issues.
- Project personnel should place detailed notes in HiCAMS/Functions/Project Certification/Review Project Certification – on appropriate LI
- Final notes regarding discrepancies will be place by M&T in HiCAMS/Functions/Project Certification/Review Material Pre-Certification (only M&T can place comments/notes in this module, RE personnel can view comments/notes)
- E-mail Notifications – "Exceptions Report Complete"
  - M&T Personnel
  - RE Personnel
- Compliance Time = 30 Days

**Final Certification Review**

- Materials Operation Manager will perform final review.
- The non-participant letter will be issued.
- If "0" funds are established, letter will be sent.
- If non-participant funds are established, the letter will be scanned and sent to Division Engineer via email.
- Compliance Time = 30 days

**Non-Part Letter Sent**

- Copies of non-participant letter will be distributed to FHWA and Division personnel.
- The 1446B will be sent to Division personnel.
- Copy of final letter will be placed in M&T's records.
- Update in HiCAMS.