
NCDOT MATERIALS & TESTS

LGA MATERIAL REVIEW

Project Information

TIP Number	State WBS Number	FA#	County
Municipality	Municipal Contact	CEI Agency	CEI Contact
Date review began	Date review complete	M&T representative	CEI Inspector
Project Description:			

Review Form Package

All Forms should be completed when doing a review.

- **A1 LGA Project Material Certification Checklist** – Use for all projects. Checklist is a good reminder of documents you will review.
- **A2 Letter of Records Accountability** – States project documentation storage location after closeout. Municipality will complete the form.
- **A3 Working Issues/Discrepancy Form** – to use for mid project review and/or when beginning final material review. Leave a copy of this form with the CEI/Municipality Representative.
- **A4 Final Discrepancy Report** – Should list only the discrepancies not cleared. Do not leave “cleared” discrepancies on this form. If one is cleared, fill in a new form to submit as FINAL.
- **A5 Preconstruction – Progress – Onsite Form** – Use for Preconstruction meeting, Progress Meeting and/or On-Site visit. When this form is utilized, “Share” with Shannon Via SharePoint. This will allow Shannon to update the “Master LGA List”

M&T representative	
Date complete and “Share” via SharePoint	

NCDOT Materials & Tests LGA Project Material Review Checklist

TIP#

*This form is used by a M&T representative when completing the material certification process. It is provided to you as a reference.
This is only a guide and does not represent all materials that are used to complete a project.*

GENERAL

Yes No N/A Comments

List of Materials (Contractor's Final Pay Estimate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Must include quantities and unit price- Section 101-3; 1-6
Buy America Guarantee (notarized)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 106-1B
Letter of Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of notes & worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ASPHALT

Yes No N/A Comments

Asphalt Facility Name NCDOT#	AS#			
Is the Asphalt Facility NCDOT approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved JMF?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was Density testing done? <input type="checkbox"/> Density Gauge <input type="checkbox"/> Core	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> QC testing <input type="checkbox"/> QA testing <input type="checkbox"/> Irregular areas
Did they meet specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Table 610-7
Active QC Roadway Technician (name, certification #, expiration date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Active QA Roadway Technician (name, certification #, expiration date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asphalt roadway inspection report (form 605)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Original weight tickets with all required technician information – inspectors signature/initials, station number, location, temperature, line code, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asphalt tickets were signed/stamped by NC Weight Master?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 106-7
Additional Asphalt Comments:				

CONCRETE

Yes No N/A Comments

Ready Mix Facility Name & NCDOT#	RM#			
Is the Ready-Mix Facility NCDOT Approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved concrete mix design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	312 form on file?
Were samples taken to meet sampling frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the samples meet specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Active certified batching/ testing technician (name, certification #, expiration date)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCDOT PCT#
903 forms on file for all concrete received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the top and bottom portion of the 903-form filled out completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M&T 250 form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are ALL the above documents on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Truncated Domes/Curb Ramps Section 848-2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the domes/ramps on the NCDOT approved Products list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receipt to verify quantities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material and coating specifications must be stated in the Manufacturers Type 3 cert
Additional Concrete Comments:				

AGGREGATE

Yes No N/A Comments

Does all Aggregate come from a NCDOT approved facility- Name and CA# or FA#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CA# FA#
Are tickets signed/stamped by NC Weight Master?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Original weight tickets with all required technician information – inspectors signature/initials, station numbers, location, line code, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was ABC utilized requiring compaction? QC/QA compaction requirements met?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rdwy – 98% Trail – 92%

Grading – Compaction

Yes No N/A Comments

AASHTO T99 test results for compaction %				
Rdwy Embnkmnt – Compctn results 95%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rdwy Subgr – Compctn results 100% within 8”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trail Embnkmnt – Compctn results – 90%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trail Subgr – Compctn results – 92% within 8”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test frequency per specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Concrete Pipe (spec book Section 1032-6A-E)

Yes No N/A Comments

Concrete Pipe Producer name and NCDOT#	CP#			
Concrete Pipe Producer currently on the NCDOT approved list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bill of Lading provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate ID noted on the original Bill of Lading?	Alt-ID			
Was the inside of pipe stamped NCDOT APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is <u>not</u> DOT pipe if it is not stamped

Precast (spec book Section 1077)

Yes No N/A Comments

Precast Concrete Producer name and NCDOT#	PC#			
Precast Producer currently on the NCDOT approved list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bill of Lading from the Producer provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFID tag cast into piece? Did the producer provide a list of RFID numbers with the BOL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look up the RFID to see if piece is available Alternate ID Lookup - https://apps.ncdot.gov/vendor/approvedproducts/PrecastLookup.aspx
RFID tag number documented on Bill of Lading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Precast Concrete Comments:				

Prestress (spec book Section 1078)

Yes No N/A Comments

Prestress Producer name and NCDOT #	PS#			
Prestress Producer currently on the NCDOT approved list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bill of Lading from the Producer provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFID tag cast into piece? RFID tag number documented on Bill of Lading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Look up the RFID to see if piece is available Alternate ID Lookup - https://apps.ncdot.gov/vendor/approvedproducts/PrecastLookup.aspx

Other Manufactured Products

Did you receive any of the following: Yes No N/A Comments

Guardrail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GR#
Guiderail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GR#
Plastic Pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PP#
Metal Pipe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MP#
Brick & Block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BB#
Segmental Retaining Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SW#
Stay in Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIP#

Is the Producer currently on the NCDOT Approved List? List name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the contractor supply a Bill of Lading & material certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the documents on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Metals and Hardware

Gray Iron Casting - Frame, Grate, Hood, Manholes

(Spec book Section 1074)

	Yes	No	N/A	Comments
Buy America Guarantee on all iron	<input type="checkbox"/>	<input type="checkbox"/>		
Metal Railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Aluminum <input type="checkbox"/> Steel
Certified Mill Test Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Welded on-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualified Welder Provide NCDOT Welder ID Card
Reinforcing Steel - Rebar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Producer/Supplier	RS# RSS# RC# CRF# DB#			
Type 1 certified mill test report and M&T form 913	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide mill cert for each size and heat number received
ASTM Grade	<input type="checkbox"/> Grade 60 <input type="checkbox"/> Grade 40			
Rebar coated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form ER-02 required for coated
Frame and Grate and Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> East Jordan Ironworks (CI#, CI5 & CI10) <input type="checkbox"/> U.S. Foundry (CI2)
A record of the Alt ID/Lot Number to match the material on the Bill of Lading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Iron – Steel – Metals Comments:				

EROSION CONTROL

(spec book Section 1056)

	Yes	No	N/A	Comments
Did the contractor supply a receipt for all erosion control material received (temporary and permanent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the contractor supply a material certification for the erosion control material received or provide proof of NTPEP approved (temporary and permanent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 1056-3
Are the above documents on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Timber (spec book Section 1082)	Yes	No	N/A	Comments
Did you receive any timber/lumber?	<input type="checkbox"/>	<input type="checkbox"/>		
Did the contractor supply a receipt for the timber/lumber?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did the contractor supply a material certification to comply with section 1082-4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWPA treatment and inspection required
Did contractor supply a Preservation Treatment Certification (1082-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the above documents on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Landscaping (spec book Section 1060-10)	Yes	No	N/A	Comments
Were plants, trees, shrubs (nursery stock) received?	<input type="checkbox"/>	<input type="checkbox"/>		
Provide NC Department of Agriculture Certification from the nursery supplying nursery stock or plants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NCDOT Department of Agriculture Certificate from the year of plant purchased.
Receipt for all landscape material (seed, mulch, fertilizer etc.) received, (temporary or permanent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Orange NCDOT sticker from the bag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seed Tag#

Miscellaneous Material	Yes	No	N/A	Comments
Thermoplastic Pavement Markings spec book Section 1086.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receipt for Pavement Markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material certification for Pavement Markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage spec book Section 1092	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receipt for all sign material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material certification for sign material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material certification for 3M sign covering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Including 3Lb Steel U-Channel Post
Material certification for any coating?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustments to meter boxes, valves, hydrants, man hole, catch basins etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was adjustment Labor Only or material utilized for adjustment?
Fencing – Chain link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bill of Lading required and material certifications. Producer may be on the Approved Producer/Supplier list or Material is on APL.
Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These materials often follow the Municipalities specifications. Materials should be received via invoice or BOL, Catalogue Cuts, materials certification when required and the municipalities approval of submittal.
Prefabricated Pedestrian Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Often a Lump Sum line item. Review major structure material BOL, invoices, certifications and material testing.

Signals – QPL (section 1098)	Yes	No	N/A	Comments
Receipt/BOL provided to verify quantities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Line Item numbers marked on the receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
QPL list provided with line item number marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TRAFFIC CONTROL (spec book Section 1089)	Yes	No	N/A	Comments
Did the contractor provide the traffic control? (material and labor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was traffic control provided by a Subcontractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did Traffic control devices comply with section 1101-1180? Are they on the approved products list?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did contractor provide a type 3 or type 7 material certification in accordance with Section 1089?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FLAGGERS – Qualification Statement all flaggers are trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 1150
Are the above documents on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Laboratory and Technician Certifications

	Yes	No	N/A	Comments
Was material tested at a third-party private laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address:
Is the laboratory AASHTO Accredited? (Need copy of certifications and tests approved to run)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the laboratory testing technician certified? (Need copy of the laboratory technicians' certifications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were all technicians utilized on project certified for the items they tested? (See A10 form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Private third-party testing laboratories must be approved by AASHTO Accreditation Program (AAP) in order to test materials. Each individual test standard must be approved. Concrete = T22, T23, ASTM C31, C617, C1231; Soils – T87, T88, T89, T90, T99 Density; Aggregates – T27, T89, T90, T180, T11, and T88 as modified by the Department. Asphalt – T30, T166, T209, T283, T305, T308, T312, ASTM 6752 AND ASTM 6857 as modified by the department.

A material certification is obtained from the producer, supplier or an approved independent testing laboratory that states the material received meet specifications set by the department based on 2018 NCDOT Standard Specifications for Roads and Structures. A material certification is **NOT a spec sheet, submittal or brochure about the material.*



STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

Letter of Records Accountability

Date of Audit	County	
TIP No	WBS No.	Federal Aid No.
Project Description:		

A Material Audit was performed on the above project by representatives from the assigned project Agency and North Carolina Department of Transportation Materials and Tests Unit (NCDOT M&T) in accordance with FHWA guidelines and NCDOT specifications. All materials, technicians, samples, results, and their associated certifications were reviewed, and discrepancies documented.

The Local Governing Agency (LGA) is responsible for the accountability and retention of all associated project records to include material received reports, material test reports, material certifications, contractor technicians' certifications (if applicable), private testing laboratory accreditations, material sampling and testing technician certifications and material test reports along with any audit documentation which has occurred during the life of the project. All records and documentation may be subject to additional audits if requested by FHWA or NCDOT.

Records will be stored at the following location:

Municipal Department or Unit:	
Municipal Contact Name & Number:	
Document Storage Address:	

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
MATERIALS AND TESTS UNIT
1563 MAIL SERVICE CENTER
RALEIGH, NC 27699-1563

Telephone: (919) 329-4000
Fax: (919) 733-8742
Customer Service: 1-877-368-4968

Location:
1801 BLUE RIDGE ROAD
RALEIGH, NC 27607

Website: www.ncdot.gov

Working Material Issues/Discrepancies

TIP#

Select One

- Mid Project Review
- End of Project Review

- No Discrepancies
- Working Issues/Discrepancies scanned

Date of Review:		% Project Complete
Date to Respond: (3 weeks from review)		
Attendees:		
LI#	Material Description	Discrepancy

Recommendations/Comments:

FINAL Material Discrepancy Report

TIP#

A4

Line Item	Material Description	Discrepancy			Unit Price	Amt. Paid	Remarks
		Quantity Paid	Quantity Approved	Quantity Unapproved			

Comments:

LGA Meeting Pre-Construction – Progress – On-Site Inspection

TIP#

Pre-Construction - Did Not Attend

Date of Meeting:		% Project Complete	
Attendees:			
Material Notes from Meeting			
Action Items: <ul style="list-style-type: none"> Notice To Proceed Date: Expected Project Completion Date: Municipal Representative Project Manager Contact (name & email): Division Representative Providing NCDOT Oversight (name & email): CEI Firm Providing Inspection Services (name & email): Request a copy of the bill of materials 			

Progress Meeting - Did Not Attend

Date of Meeting:		% Project Complete	
Attendees:			
Inspection Remarks/Findings			
Action Items: <ul style="list-style-type: none"> Reason for Visit 			

On-Site Inspection & Summary N/A

Date of Meeting:		% Project Complete	
Attendees:			
Inspection Remarks/Findings			
Action Items: <ul style="list-style-type: none"> Reason for Visit 			