

# FABRICATION INSPECTION FILE CHECKLIST

To be completed by the QAI and placed into ProjectWise.

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## Description

This form is both the instructions for assembling a fabrication inspection file and the template for bookmarking the file.

## Inspection File Assembly Instructions

1. Ensure all fillable forms are "flattened" prior to file assembly to prevent fields in similar forms from merging.
2. Assemble the inspection file by inserting QC and QA files into this document.
3. Using this document as the first page in the inspection file, arrange the files using the bookmarks shown in this document.
4. Locate the page (or first page of a section with multiple pages) that corresponds to the bookmark. Highlight the corresponding bookmark in the list, right click and select "Set Destination". Repeat for each applicable bookmark until every section of the inspection file is bookmarked.
5. Delete any bookmarks that are not required for your project.
6. **Delete this page after the file is complete as it is no longer needed in the file.**
7. Once document is complete, "flatten" the inspection file.

## File Naming Convention: "MDOT ID-JN-Element Inspected MMDDYY"

- MDOT ID: MDOT Identification Number
- JN: MDOT work assignment job number
- Element Inspected: Bearing-type, sign structure-type, structural steel-type, etc.
- MMDDYY: Date file is completed.

Examples of this naming convention are shown below:

- B03-82117-112703 Structural Steel-Pin & Hanger  
093013
- X01-73022-156776 Structural Steel-Plate 111716
- S17-09031-121776 Disc Bearing 021514
- R07-11015-126765 Modular Expansion Joint 070416

\* The following special naming convention is for MDOT Structural Steel ITP-Level 2 and other projects as directed by MDOT: "JN-Element Inspected MMDDYY"

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GENERAL INFORMATION	
INSPECTOR/AGENCY	DATE
FABRICATOR/LOCATION	MDOT ID
JOB DESCRIPTION	JOB NUMBER
CERTIFICATIONS	
	Affidavit-Certificate of Conformance from Fabricator and vendors
	Fabricator QC Qualifications
	Welder Qualification Test Reports (Form 0396)
MATERIALS	
	Structural Steel (Plate, Rolled, and Hollow Structural Shapes), Stainless Steel, Aluminum
	a. Material Mill Test Reports
	b. Fabricator Material Traceability Documents
	High Strength Bolts
	a. ROCAP Test Reports (for shop installed bolts)
	b. Sample Identification for all hardware sampled (Form 1923)
	Other Hardware (ASTM A307, stainless or other hardware not specifically sampled and tested by MDOT)
	a. Material Mill Test Reports
	Bearings
	a. Disc Bearings
	i. Urethane Test Reports & Material Certifications
	b. Pot Bearings
	Elastomer Test Reports & Material Certifications
	Welding Consumables Certifications
	Coating Certifications
	Shear Developer/Stud & Position Dowel General Certifications
	Other Materials General Certifications
REPORTS/DOCUMENTATION	
	"Approved for Use" Stamped Shipping Documents
	QA Fabrication Inspection Reports (Form 5617)
	Approved WPSs & PQRs
	QC Camber/Sweep, Laydown and Heat Cambering Reports
	QC NDE Reports
	QC Coating Reports
	Approved Shop Drawings
	Correspondence (RFIs, NCRs, Critical E-mails)