

FABRICATION INSPECTION FILE CHECKLIST

To be completed by the QAI and placed into ProjectWise.

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: Culvert-type, Prestressed Beam-type, Precast Bridge Element-type, Sound Wall, Spun Concrete Pole, etc.
- MMDDYY: Date file is completed.

Examples of this naming convention are shown below:

- W03-82117-112703 Sound Wall 093013
- C01-73022-156776 Culvert-Three Sided 111716
- 09031-121776 Spun Concrete Pole 021514
- R07-11015-126765 Prestressed Beam-Bulb Tee 070416

* The following special naming convention is for MDOT Prestressed / Non-Prestressed Concrete 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
1. FORMS, CERTIFICATIONS, CALIBRATIONS AND NON-MATERIAL ITEMS	
	QA Documentation
	Certifications (Plant & Personnel)
	All Equipment Calibrations
	QC Documentation
	Approved Shop Drawings
	Important Emails
	Nonconformance Reports
	Request for Information Reports
	Unique Special Provisions
	Stamped Bill of Ladings
2. CONCRETE	
	A. Fabricator Batched Mix: Mix Design
	i. Cement
	ii. Water
	iii. Air Entrainment Admixtures
	iv. Water Reducing and Water Retarding Admixtures
	v. Concrete Accelerators
	vi. Fly Ash, Pozzolanic Admixtures for Concrete
	vii. Slag Cement
	viii. Aggregate Correction Factor
	B. NRMCA Redi-Mix Plant: Mix Design
	i. NRMCA Certification
	ii. Concrete Tickets with Batch Weights
	iii. Form 1155
	iv. Aggregate Correction Factor
3. FINE AGGREGATES	
	A. Prequalified Aggregate Source
	i. ASR Test Result
	ii. Test Result / Documentation
	iii. Signed Delivery Tickets
	B. Non-Prequalified Aggregate Source
	i. ASR Test Result
	ii. Acceptance Test Results

	4. COARSE AGGREGATES
	A. Prequalified Aggregate Source
	i. ASR Test Result (Source outside MI)
	ii. FT Dilation and LA Abrasion Test Results
	iii. Test Result / Documentation
	iv. Signed Delivery Tickets
	B. Non-Prequalified Aggregate Source
	i. ASR Test Result (Source outside MI)
	ii. FT Dilation and LA Abrasion Test Results
	iii. Acceptance Test Results

	5. STOCKPILED AGGREGATES
	A. ASR Test Result
	B. FT Dilation and LA Abrasion Test Results
	C. Acceptance Test Result
	D. Delivery Ticket

	6. STEEL
	A. Fabricator Buy America Letter
	B. Strand for Prestressed Concrete
	C. Bar Reinforcement
	D. Bar Reinforcement (Epoxy Coated)
	i. Bar Company
	ii. Epoxy Coating Company
	iii. Epoxy Coating Material
	E. Welded Wire Reinforcement
	F. Sole Plates (and Shear Developers/Studs if used)
	G. MSE Connection Lugs
	H. Anchor Bolts
	I. Mechanical Reinforcement Splices
	J. Design Inserts
	K. Contractor Add-Ons

	7. STRAND DEBONDING
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	8. CURING COMPOUND
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	9. CARBON FIBER COMPOSITE CABLE
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	10. LATEX ADMIXTURE
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The quality assurance inspector should verify if the QPL requires a test report. Most QPLs and coatings do not require any documentation other than the quality assurance inspector visually inspecting and accepting the materials on form 5617.