

REPLACES	PENNSYLVANIA DEPARTMENT OF TRANSPORTATION	PART	SECTION	PAGE
DATED		A	2	1-1
SUBJECT	FINALS UNIT MANUAL	DATE May 1, 2012		
RECORDS ISSUANCE				

Once it has been determined that the construction project will be administered as a CDS NeXtGen or non-CDS NeXtGen ("paper based") project, the Finals Unit Supervisor may coordinate the issuance of project records for the construction field staff. For all construction projects, the following source documents may be issued, either electronically or in hardcopy:

- [Form CS-472](#), *Concrete Inspector's Diary (CID)*, as applicable.
- [Form CS-4346](#), *Items Quantity Book*.
- [Form D-428](#), *Field Survey Book*.
- Materials Book.
- Labor Compliance Manual.

For CDS NeXtGen projects, the Project Site Activity (PSA) worksheet or Field Inspector's Diary (FID) is issued, either electronically or in hardcopy.

For non-CDS NeXtGen ("paper based") projects, the following additional items are issued, either electronically or in hardcopy:

- [Form CS-4333](#), *Field Inspector's Diary (FID)*.
- [Form CS-4334](#), *Master Diary*.
- Items/Estimate (I/E) Book - printed and assembled.

Additional source documents may be issued for all construction projects to assist the field inspection staff; these may be in an electronic or in hardcopy format:

- *Construction - RMS Pavement Data Form*.
- [Form CS-1PA](#), *Asphalt Adjustment*.
- [Form CS-2PA](#), *Diesel Adjustment*.
- [Form CS-111](#), *Subcontractor/Supplier Request for Estimate Monitoring*.
- [Form CS-901](#), *Work Zone Traffic Control Compliance Checklist and Notification*.
- [Form CS-4136](#), *Punchlist*.
- [Form CS-4137](#), *Final Inspection*.
- [Form EO-354](#), *DBE Commercially Useful Function Report*.
- [Form EO-363](#), *Contractor's On-The-Job Training Program Classifications for PennDOT Approval*.
- [Form EO-364](#), *PennDOT OJT Program Enrollment Form*.
- [Form EO-365](#), *Highway Contractor's Monthly Training Report*.
- [Form EO-1391](#), *Federal-Aid Highway Construction Contractors Annual EO-1391 Report*.
- [Form LLC-25](#), *Weekly Payroll Certification for Public Works Projects*.
- [Form M-937R](#), *Route/Bridge Restriction*.
- [Form M-937RO](#), *Route/Bridge Restriction Opening*.
- [Form RW-397](#), *Authorization to Enter (Non-Waiver of Claim)*.
- [Form RW-397A](#), *Authorization to Enter (Waiver of Claim)*.

PART	SECTION	PAGE	DATE
A	2	1-2	May 1, 2012

- Federal Form WH-347, *Payroll*.
- [Form TR-478A](#), *Report on Compaction Density using Non-Movement*.
- [Form TR-4238A](#), *District's Letter of Project Materials Certification*.
- Form TR-4252, *Daily Summary of Tests; Compaction and Soil Moisture Density Results*.
- [Form TR-4254](#), *Straight Line Analysis Chart*.
- [Form TR-4276A](#), *Report on Compaction Density by Nuclear Test Method*.

Other reference documents may be issued for all construction projects to assist the field inspection staff; these may be in an electronic or in hardcopy format:

- Excerpts from [Publication 2, Project Office Manual](#):
 - [B.1.3](#), Project Site Activity (PSA) Reports / Field Inspector's Diary ([Form CS-4333](#); FID Reports).
 - [B.2.2](#), *Rounding-Off Pay Quantities (Estimates and Final)*.
 - [D.3.9](#), *Construction Project - Quality Survey for Design Items*.
- Excerpt from [Publication 693, Appendix F, Non-Standard Item Numbering Guidelines](#).
- SOL 422-09-05, *Local Sponsored Project Oversight*.

Templates and logs may also be included to assist the construction field staff, as appropriate:

- Project funding information sheet.
- Checklist of construction records to be submitted when the project is returned to the Finals Unit.
- As-built Plan Instructions and Cover Page.
- Cross-Section Instructions and Cover Page.
- General documentation checklist of "do's and don'ts".
- Checklist for finalizing NeXtGen projects (NeXtGen project only).
- Traffic Barrier Pre-installation Review Checklist.
- Superpave Tracker Spreadsheet.
- Subcontractor Approval List (blank log sheet).
- Refer Slip - Blank form to be filled out by inspector if a PSA/FID is not being prepared.
- Payroll Identification Form.
- Material Buck Slip Form, with instructions.
- Material Invoice Cover Sheet with instructions.
- Final Package Checklist.
- Summary of Conversion Factors (Metric / English, Item Specific, etc.).
- Procedures for Design Build As-Built Plans.
- Contractor Design Evaluation Sign-off sheet.
- Contract Bridge Work Completion Form.
- Summary of Construction Records to Be Submitted at Finalization.
- Procedures for As-Built Plans.

[Section D.2.1](#) provides the records that field personnel need to submit to the Finals Unit to finalize a construction project.