

REPLACES	PENNSYLVANIA DEPARTMENT OF TRANSPORTATION	PART	SECTION	PAGE
DATED		B	1	5-1
SUBJECT	FINALS UNIT MANUAL	DATE May 1, 2012		
REVIEW MATERIALS DOCUMENTATION				

The Materials Unit will perform a complete review of the materials files before the District Materials Engineer signs off on the material certifications. However, the Finals Unit representative should perform the following tasks as a part of the materials documentation review:

- Review Field Survey Book:
 - Verify that entries are filled out daily and completely. Entries should be clear, concise and legible.
 - Verify audit trail to other source documents (e.g., FID, I/E Book).
 - Verify that strikethrough text is initialed and dated.
 - Verify that all computations and measurements are signed and dated.
 - Void pages that are incorrect.
 - Verify that pages have not been removed from the bound Field Book.
 - Verify that POM guidelines are followed when measuring and computing pay quantities.

The Finals Unit representative may perform the following additional tasks as a part of the materials documentation review:

- Verify bituminous price adjustment(s) has been completed.
- Verify diesel fuel price adjustment(s) has been completed.
- Verify steel price adjustment(s) has been completed.
- Verify material deficiency adjustment(s) has been completed.
- For the reviewed items, verify that all necessary material(s) invoices, delivery tickets and certifications are present.

PART B	SECTION 1	PAGE 5-2	DATE May 1, 2012
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