



Material Quality Review Guide

ODOT Certification Compliance and Oversight Plan (C&O)

CERTIFIED LOCAL PUBLIC AGENCY	DATE OF REVIEW	FEDERAL PROJECT # KEY #
PROJECT NAME		<input type="checkbox"/> LOCAL NON-NHS <input type="checkbox"/> LOCAL NHS <input type="checkbox"/> STATE HIGHWAY
PROJECT DESCRIPTION		
INDIVIDUAL (S) CONDUCTING REVIEW	CERTIFICATION PROGRAM MANAGER REVIEW NAME: DATE:	

ADDITIONAL CAP REVIEW GUIDE(S) USED FOR THIS REVIEW (LIST ALL)

Instructions

1. Complete all questions in the C&O Review Guide. Do not modify questions. Additional Division Specific questions may be added at the bottom of the guide.
2. Provide comments for each NO, N/A or Don't Know answer.
3. Directly verify all answers with source documentation.
4. Ensure source documentation is retained by the Local Public Agency (LPA) and available as necessary for quality assurance reviews or audits.
5. Reviewers should select a single item of work item that will respond to each review question. We need to get to the source documentation of compliance, once for each question, for each project selected. In general, a review of one major item of work is sufficient to assess compliance.

#	QUESTIONS	CITATION	ANSWER	COMMENT
MQ1	Was the sampling and testing data used in the acceptance decision for this project executed by ODOT certified sampling and testing personnel?	23 CFR 637.209(b) LPA's ODOT approved General Conditions, Section 00165 ODOT Manual of Field Test Procedures,	Yes , the sampling and testing data used in the acceptance decision for this project was executed by ODOT certified sampling and testing personnel. No , the sampling and testing data used in	

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		Section 2	<p>the acceptance decision for this project was not executed by ODOT certified sampling and testing personnel. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ2	Was the testing used in the acceptance decision for this project performed by an independent ODOT certified laboratory?	<p>23 CFR 637.209(a)(1)</p> <p>LPA's ODOT approved General Conditions, Section 00165</p> <p>ODOT Manual of Field Test Procedures, Section 2</p>	<p>Yes, the testing used in the acceptance decision was performed by an independent ODOT certified laboratory.</p> <p>No, testing used in the acceptance decision was not performed by an independent ODOT certified laboratory. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ3	Based on a review of a minimum of one major item of work (asphalt, concrete, or soils and base), were all material samples used in the acceptance decision randomly selected?	<p>23 CFR 637.205(e)</p> <p>LPA's ODOT approved General Conditions, Section 00165.30</p> <p>ODOT Manual of Field Test Procedures, Section IA</p>	<p>Yes, the material samples used in the acceptance decision were randomly selected.</p> <p>No, material samples used in the acceptance decision were not randomly selected. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	

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MQ4	Were the required independent assurance (IA) activities performed according to the schedule of frequency for IA evaluation?	23 CFR 637.205(c); 637.207(a)(2) LPA's ODOT approved General Conditions, Section 00165.30 ODOT Manual of Field Test Procedures, Section 4(D) or Section 5	Yes , the required IA activities were performed according to the schedule of frequency for IA evaluation No , the required IA activities were not performed according to the schedule of frequency for IA evaluation. (Comment required) Don't Know , could not be verified at the time of this review. (Comment required)	
MQ5	Based on a review of a minimum of one major item of work (asphalt, concrete, or soils and base), was all of the required QC testing used in the acceptance decision completed in accordance with the required frequency schedule?	23 CFR 637.207(a)(1)(i)(A); 637.207(a)(2) LPA's ODOT approved General Conditions, Section 00165.30 ODOT Manual of Field Test Procedures, Section 4(D) or Section 5	Yes , sampling and testing data finished at the time of the review and used in the acceptance decision was completed in accordance with the required frequency schedule. No , sampling and testing data finished at the time of the review and used in the acceptance decision was not completed in accordance with the required frequency schedule. (Comment required) Don't Know , could not be verified at the time of this review. (Comment required)	
MQ6	When QC tests are used in the acceptance decision and based	23 CFR 637.207(a)(1)(ii)(B) ODOT Manual of	Yes , QC tests are used in the acceptance decision and all verification	

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	on a review of a minimum of one major item of work (asphalt, concrete, or soils and base), were verification samples taken independently of the of the QC samples?	Field Test Procedures, Section 2 and Section 4(D)	<p>samples were taken independently of the of the QC samples.</p> <p>No, verification samples were not taken independently of the of the QC samples (Comment required)</p> <p>N/A, does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ7	When QC tests are used in the acceptance decision and based on a review of a minimum of one major item of work (asphalt, concrete, or soils and base), was the required process to validate that the verification results compared to QC results was completed?	<p>23 CFR 637.207(a)(1)(ii) (B)</p> <p>LPA's ODOT approved General Conditions, Section 00165.30</p> <p>ODOT Manual of Field Test Procedures, Section IA, Appendix E</p>	<p>Yes, the required process to validate that the verification results compare to QC results was completed.</p> <p>No, the required process to validate that the verification results compare to QC results was not completed (Comment required)</p> <p>N/A, does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ8	Did employees of ODOT or their designated agent perform verification sampling and testing for this project?	23 CFR 637.205(d)	<p>Yes, employees of ODOT or their designated agent performed the verification sampling and testing for this project.</p> <p>No, employees of ODOT or their designated agent did</p>	Only applies to projects on the NHS.

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			<p>not perform verification sampling and testing for this project. (Comment required)</p> <p>N/A, does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ9	Did each independent laboratory used for testing, perform only one of the following types of testing on the project: quality control, verification and independent assurance, or dispute resolution?	<p>23 CFR 637.209(c)</p> <p>ODOT Manual of Field Test Procedures, Section 2</p>	<p>Yes, each independent laboratory performed only one of the following types of testing for the project: quality control, verification and independent assurance, or dispute resolution.</p> <p>No, At least one independent laboratory performed more than one of the following types of testing for the project: quality control, verification and independent assurance, or dispute resolution. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ10	Does the LPA employ a qualified Quality Control Compliance Specialist (QCCS)?	<p>ODOT Manual of Field Test Procedures, Section 2</p> <p>LAG Manual Section C, Chapter 16, Section 4.6</p>	<p>Yes, the LPA employs a qualified QCCS.</p> <p>No, the LPA does not employ a qualified QCCS, but utilizes an alternative method of</p>	

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		LPA's ODOT approved Quality Program Plan	<p>a staff Professional Engineer.</p> <p>No, the LPA does not employ a qualified QCCS or utilize an alternative method of a staff Professional Engineer. (Comment required)</p> <p>N/A, does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
MQ11	Does the LPA's Quality Assurance Program establish third party dispute resolution procedures when quality control and quality assurance testing?	<p>ODOT Manual of Field Test Procedures, Section 2</p> <p>LPA's ODOT approved Quality Program Plan</p>	<p>Yes, the LPA's Quality Assurance Program has an established third party dispute resolution procedure.</p> <p>No, the LPA does not have a Quality Assurance Program with an established third party dispute resolution procedure. (Comment required)</p> <p>N/A, does not apply. (Comment required)</p> <p>Don't Know, could not be verified at the time of this review. (Comment required)</p>	
ADDITIONAL QUESTIONS				
	Insert Question			