

11-1 Introduction

This chapter of the manual is published to acquaint engineers and inspectors with the various forms provided by WSDOT for their use in keeping records of the construction activities and payment for the various phases of the work.

The following pages contain a list of forms to be used in reporting project progress. The sample forms listed in this manual in the past have been eliminated. Copies of the forms are available via five different methods:

- The WSDOT Internal website at <http://wwwi.wsdot.wa.gov/fasc/AdminServices/forms/>
- The WSDOT Microsoft Outlook in the following folder: *Public Folders/All Public Folders/WSDOT/Agency Forms/Filemaker Forms/WSDOT Forms*
- The WSDOT external website at <http://www.wsdot.wa.gov/forms/>
- By ordering a WSDOT Engineering Publications CD through the WSDOT Engineering Publications Office, and
- By ordering the forms through your WSDOT Regional Stores personnel.

Both English and Metric versions will be available until the last metric project is completed.

11-2 General Instructions

The following list of forms is categorized by the persons responsible or the offices engaged in the administration of the construction contract.

It is recommended that the on-line version be utilized, which should be the most current copy of the form, during the administration of a project.

Unless otherwise noted, the previous version of a revised form may continue to be used until the existing supply is gone. However, if the supply of the older form is not exhausted at the end of six months after the revision date shown below, the supply of old forms should be discarded and the latest version used. The latest version may also be used immediately if desired.

Blank forms should be ordered or downloaded from one of the methods listed in Section 11-1 when supplies run low rather than photocopying an existing form. This will help ensure that the latest version of the form is used.

Form numbers followed by the letters “EF” indicate that an electronic version of the form is available.

- * **Indicates only forms with the revised date shown are to be used. All older forms will be discarded.**

11-2A Project Office

Form No.	Revised Date	Form Name
Administration		
410-025 EF	3/02	Transmittal of Falsework, Form, and Shop Drawings
420-012 EF	1/96	Recommended Changes to Specifications and Construction Manual
421-005 EF	<u>4/02</u>	Change Order – Minor Change
421-006 EF	4/01	Order to Suspend Work
421-007 EF	4/01	Order to Resume Work
421-010 EF	<u>11/03</u> *	Prime Contractor Performance Report
540-509 EF	<u>3/02</u>	Commercial Pesticide Application Record
722-025 EF	<u>4/02</u>	As Built Cover Sheet
750-001 EF	10/97	Fall Protection Plan
Aggregates		
350-023	4/02	Pit Evaluation Report
422-020	5/95	Inspector's Record of Field Test
Asphalt Testing		
350-016	<u>4-02</u>	Asphalt Sample Label
350-126 EF	8/97	Asphalt Plant Inspection
350-157 EF	4/02	Rice Density
350-160 EF	4/02	Random Test Tons for HMA Samples
350-161 EF	<u>3-05</u>	ACP Mineral Aggregates
350-162 EF	<u>3-05</u>	Field Volumetrics Worksheet
350-560 EF	<u>5-02</u>	Ignition Furnace Worksheet
Concrete Testing		
350-009 EF	<u>7/02</u>	Concrete Cylinder Transmittal
450-001 EF	1/96	Manufacturer's Certificate of Compliance for Ready Mix Concrete

DBE/EEO

272-051 EF	<u>4/02</u>	M/D/WBE On-Site Review
272-060 EF	<u>12/04</u>	Federal-Aid Highway Construction Annual Project Training Report
226-012 EF	3/02	Trainee Interview Questionnaire
424-003 EF	12/96	Employee Interview Report

Density (Asphalt / Soils)

350-073	<u>3/02</u>	Asphalt Concrete Test Section Report
350-074 EF	<u>5/02</u>	Field Density Test Report
350-092 EF	3/02	Asphalt Concrete Pavement Compaction Control Report
351-015 EF	<u>9/02</u>	Daily Compaction Test Report

Documentation

134-146 EF	11/03*	Final Contract Voucher Certificate
350-115 EF	<u>4/02</u>	Contract Materials Checklist
410-027	<u>4/02</u>	Test Pile Record
422-007 EF	3/98	Report of Protested Work
422-008 EF	3/98 *	Daily Report of Force Account Worked
422-009 EF	2/96	Final Record Notes Title Page
422-009B EF	2/96	Final Record Notes Title Page
422-010 EF	9/97 *	Force Account Equipment Rate Request
422-012	4/01	Title Sticker – Final Record Books
422-021	4/00	Item Quantity Ticket
422-024	7/95	Water Delivery Record
422-568 EF	4/01	Load Tally Sheet
422-635 EF	3/98	Field Note Record
422-636 EF	9/96	Field Note Record (Sketch Grid)
422-637 EF	9/97	Field Note Record for Drainage
422-700 EF	8/99	Daily Work Quantities
450-004	12/95	Pile Book
591-020 EF	<u>1/02</u>	Daily Traffic Item Ticket

General Materials

350-026 EF	<u>5/02</u>	Preliminary Sample Transmittal
350-056 EF	<u>9/02</u>	Acceptance/Assurance/Independent Assurance Sample Transmittal
350-114	4/02	Summary Report of Acceptance Sampling and Testing
350-130 EF	7/97	Field Acceptance Report for Qualified Products
350-564	1/96	Gradation Report
350-572 EF	6/04	Manufacturer's Certificate of Compliance Checklist
722-025 EF	<u>4/02</u>	As Built Cover Sheet

Inspection

421-045 EF	2/97	WSP Field Check List
422-004 EF	<u>6/04</u> *	Inspector's Daily Report
422-004A EF	<u>4/96</u> *	Inspector's Daily Report (page 2)
422-004B EF	<u>3/02</u> *	(Street) Inspector's Daily Report
422-027 EF	<u>9/02</u>	Scaleman's Daily Report
422-644 EF	12/95 *	Daily Report of BST Operations
540-020 EF	3/02	Backflow Prevention Assembly Test Report

11-2B Regional Office

		Revised	
	Form No.	Date	Form Name
	230-036A EF	<u>12/03</u>	Initial Documentation Review (Procedures)
	230-036B EF	7/01	Follow-Up Documentation Review
	272-061 EF	<u>8/02</u>	Federal-Aid Highway Construction Cumulative Training Report
	420-012 EF	1/96	Recommended Changes to Specifications and Construction Manual
	421-014 EF	1/97	Examination Sheet for Contract Items
	422-100 EF	<u>6/03</u>	Inspection of Federal-Aid Project
	FHWA-1392	3/92	Federal-Aid Highway Construction Summary of Employment Data

11-2C Fabrication Inspector

Form No.	Revised Date	Form Name
350-004	<u>5/02</u>	Fabrication Progress Report
450-005 EF	<u>3/02</u>	Post-Tensioning Record

11-2D State Construction Office

Form No.	Revised Date	Form Name
422-101 EF	<u>6/03</u>	Final Inspection of Federal-Aid Interstate Project
FHWA-1392	<u>3/92</u>	Federal-Aid Highway Construction Summary of Employment Data

11-2E Materials Laboratory (State or Region)

Form No.	Revised Date	Form Name
350-010 EF	8/99	Concrete Batch Plant Inspection Checklist
350-054 EF	2/98	Monthly Progress Sampling and Inspection Report
350-112 EF	3/02	Correlation — Nuclear Gauge to Core Density
350-514 EF	4/97	Moisture – Density Relationship Report
350-564	1/96	Gradation Chart
351-021	<u>4/02</u>	Statement of Receipt of Radioactive Material

11-2F Contractor

Form No.	Revised Date	Form Name
134-146 EF	<u>11/03</u>	Final Contract Voucher Certificate
272-049 EF	<u>6/04</u>	Training Program
272-050 EF	<u>4/02</u>	Apprentice/Trainee Approval Request
272-062 EF	6/98	Contract Compliance Review Request for Additional Information
350-040 EF	<u>11/00</u>	Proposed Mix Design
350-042 EF	<u>6/05</u>	HMA Mix Design Submittal Form
350-071 EF	8/04 *	Request for Approval of Material
350-109 EF	<u>8/03</u>	Certification of Materials Origin
410-029 EF	5/01	Contractor's Construction Process Evaluation

Forms

	420-004 EF	10/94 *	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects
	421-009 EF	3/02	Release — Retained Percentage (Except Landscaping)
	421-012 EF	<u>7/02</u> *	Request to Sublet Work
	421-023 EF	4/00*	Annual Report of Amounts Paid MBE/WBE Participants
	421-040A	<u>4/04</u>	Contractor's Daily Report of Traffic Control - Summary
	421-040B	<u>9/04</u>	Contractor's Daily Report of Traffic Control - Traffic Control Log
	421-506	4/01	Contract Progress Schedule
	422-102 EF	<u>8/03</u>	Quarterly Report of Amounts Credited as DBE Participation
	540-509 EF	<u>3/02</u>	Commercial Pesticide Application Record
	820-010 EF	6/99 *	Monthly Employment Utilization Report
	FHWA- <u>1391</u>	3/92	Federal-Aid Highway Construction Contractor's Annual Report
	FHWA-47	7/98 *	Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds

Alphabetical Listing of Forms

Form No.	Form Name
350-161 EF	ACP Mineral Aggregates
421-023 EF	Annual Report of Amounts Paid as MBE/WBE Participants
272-050 EF	Apprentice/Trainee Approval Request
722-025 EF	As Built Cover Sheet
350-092 EF	Asphalt Concrete Pavement Compaction Control Report
350-073	Asphalt Concrete Test Section Report
350-126 EF	Asphalt Plant Inspection
350-016	Asphalt Sample Label
540-020 EF	Backflow Prevention Assembly Test Report
350-109 EF	Certification of Materials Origin
421-005 EF	Change orders Minor Change
540-509 EF	Commercial Pesticide Application Record
350-010 EF	Concrete Batch Plant Inspection Checklist
350-009 EF	Concrete Test Cylinder Transmittal Letter
272-062EF	Contract Compliance Review Request for Additional Information
350-115 EF	Contract Materials Checklist
421-506	Contract Progress Schedule
420-004 EF	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects
410-029 EF	Contractor's Construction Process Evaluation
421-040A	Contractor's Daily Report of Traffic Control - Summary
421-040B	Contractor's Daily Report of Traffic Control - Traffic Control Log
350-112 EF	Correlation — Nuclear Gauge to Core Density
351-015 EF	Daily Compaction Test Report
422-008 EF	Daily Report of Force Account Worked
422-644 EF	Daily Report of BST Operations
591-020 EF	Daily Traffic Item Ticket
422-700 EF	Daily Work Quantities
424-003 EF	Employee Interview Report
421-014 EF	Examination Sheet for Contract Items
350-004	Fabrication Progress Report
750-001 EF	Fall Protection Plan
272-060 EF	Federal-Aid Highway Construction Annual Project Training Report
FHWA-1391	Federal-Aid Highway Construction Contractors' Annual EEO Report
272-061 EF	Federal-Aid Highway Construction Cumulative Training Report
FHWA-1392	Federal-Aid Highway Construction Summary of Employment Data

Forms

350-130 EF	Field Acceptance Report for Qualified Products
350-074 EF	Field Density Test
422-635 EF	Field Note Record
422-637 EF	Field Note Record for Drainage
422-636 EF	Field Note Record (Sketch Grid)
350-162 EF	Field Volumetrics Worksheet
422-101 EF	Final Acceptance of Federal-Aid Interstate Project
134-146 EF	Final Contract Voucher Certificate
422-009 EF	Final Record Notes Title Page
422-009B EF	Final Record Notes Title Page
230-036B EF	Follow-Up Documentation Review
422-010 EF	Force Account Equipment Rate Request
350-042 EF	HMA Mix Design Submittal Form
350-564	Gradation Chart
350-560 EF	Ignition Furnace Worksheet
230-036A EF	Initial Documentation Review (Procedures)
422-100 EF	Inspection of Federal-Aid Project
422-004 EF	Inspector's Daily Report
422-004A EF	Inspector's Daily Report
422-004B EF	Inspector's Daily Report
422-020	Inspector's Record of Field Test
422-021	Item Quantity Ticket
422-568 EF	Load Tally Sheet
272-051 EF	M/D/WBE On-Site Review
350-572 EF	Manufacturer's Certificate of Compliance Checklist
450-001 EF	Manufacturer's Certificate of Compliance for Ready Mix Concrete
350-514 EF	Moisture – Density Relationship Report
820-010 EF	Monthly Employment Utilization Report
350-054 EF	Monthly Progress Sampling and Inspection Report
421-007 EF	Order to Resume Work
421-006 EF	Order to Suspend Work
450-004	Pile Book
350-023	Pit Evaluation Report
450-005 EF	Post-Tensioning Record
350-026 EF	Preliminary Sample Transmittal
421-010 EF	Prime Contractor Performance Report
350-040 EF	Proposed Mix Design

422-102 EF	Quarterly Report of Amounts Credited as DBE Participation
350-160 EF	Random Test Tons for HMA Samples
420-012 EF	Recommended Changes to Specifications and Construction Manual
421-009 EF	Release — Retained Percentage (Except Landscaping)
422-007 EF	Report of Protested Work
350-071 EF	Request for Approval of Material
421-012 EF	Request to Sublet Work
350-157 EF	Rice Density
350-056 EF	Sample Transmittal (Acceptance/Assurance/Independent)
422-027 EF	Scaleman's Daily Report
FHWA-47	Statement of Materials and Labor Used by Contractors on Highway Construction
351-021	Statement of Receipt of Radioactive Material
350-114	Summary Report of Acceptance, Sampling and Testing
410-027	Test Pile Record
422-012 EF	Title Sticker — Final Record Books
226-012 EF	Trainee Interview Questionnaire
272-049 EF	Training Program
410-025 EF	Transmittal of Falsework, Form, and Shop Drawings
422-024	Water Delivery Record
421-045 EF	WSP Field Check List

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