

**Process Review
of
State Highway Construction & Materials Project Staffing**

LABORATORY AND PROJECT VISIT REVIEW GUIDELINES
(For: Central Laboratory, District Laboratory, and Individual Project Visits)

Review Date:	Review Location:	
Personnel Met With:		
Project/Contract Number:		
Project Location:		
Contract Amount:		
Project Work/Materials type(s)	Total Value of Work	Percentage of Total Contract
<input type="checkbox"/> Earthwork		
<input type="checkbox"/> Drainage & Water Systems		
<input type="checkbox"/> Subbase & Base Courses		
<input type="checkbox"/> Curbs & Pavements (HMA)		
<input type="checkbox"/> Highway Safety Appurtenances		
<input type="checkbox"/> Roadside Items (Fence, Walls, Landscape)		
<input type="checkbox"/> Traffic Control Devices		
<input type="checkbox"/> Reinforced Portland Cement Concrete		
<input type="checkbox"/> Prestressed Concrete Beams		
<input type="checkbox"/> Piles & Sheet piling		
<input type="checkbox"/> Structural Steel & Metal Products		
<input type="checkbox"/> Structures Waterproofing Systems		
<input type="checkbox"/> Earth Retaining Systems (Revetment, MSE Walls)		

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Number & Qualifications of Staff in Laboratories and on Individual Projects

❖ Number of construction and materials personnel currently assigned to Project
(List each Position):

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-
-
-
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❖ Are all Project Records (Diary, IDRs, Materials Test Reports, Ledger, etc.)
completed daily and maintained up to date?

❖ Do Project Personnel feel that additional construction & materials staff are needed
on this Project to ensure adequate contract administration and inspection?

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Number & Qualifications of Staff in Labs and on Individual Projects (Cont'd)

❖ For each person assigned to Project:

• Position Title	
• Grade	
• Project Job Duties	
• Assigned Full-time or Part time (What %)	
• Number of Other Projects to which Currently Assigned	
• Number of Hours/Day on this Project	
• Number of Days/Week on this Project	
• Level of Formal Education	
• Number of Years Experience in Construction Inspection & Testing	
• Current Formal Qualifications Held (i.e. NETTCP, Other)	
• Training (State, NHI, Other) Relevant to Work on this Project	
• Number of Years Employed by state	
• How was Person Hired by state	
• Position Held Prior to Current Position	