

Exhibit B - Engineering Practice Spot Check Report

Date of Report:		File Code:	CPA 450-4-5
To:	District Conservationist:	Field Office:	
cc:	AD for Field Operations:		
cc:	State Conservation Engineer:		
From:	Spot Checker:	Date of Spot Check:	

Spot checkers will review the supporting data at the field office and conduct an onsite field check of all practices. For management practices, a client interview will also be conducted as part of the onsite field check. For structural and vegetative practices, a client interview will also be conducted, if additional information is needed.

A. Practice and Client Information

Practice Name:		Code:		JAA Job Class:	
Client/Customer Name:			Plan Name:		
Tract No.:		Land Unit No.:		Applied Date:	
Reported by:			Contract No.:		
Was practice applied with program funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program:			

B. Amount Applied/Installed

Amount Reported as Applied in PRS including Units	Amount Per Spot Check including Units

C. Spot Check Findings

Item	Yes or No
1. Is the practice needed and practicable? (Is it addressing the resource problem(s) as intended? Is it functioning well as part of the client's conservation system?) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are the job specifications prepared in accordance with the Standard and the Specification? (Does it meet the Purpose, Conditions Where Practice Applies, Criteria, and Plans and Specifications sections in the Standard? Does it meet the Conservation Practice Specification, if available?) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the practice installed in accordance with the job specifications? Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the amount reported as applied correct? (Does it match the spot check amount?) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Overall, is the supporting data adequate? (Base finding on section D below.) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No

* Comments include commendable items and deficiencies, if any.

D. Adequacy of Individual Supporting Data Items

Item	Completed/Adequate? Yes, No, or N/A
1. Inventory and evaluation (I&E) data needed to design the practice. (i.e., topography, hydrology, geology, functional requirements and site constraints.) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. I&E data approved by employee with I&E JAA. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Practice location on job sketch or referenced to the cons plan map. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Design survey and notes. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Design computations. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Job Specifications (Construction drawings; materials and/or construction specs; special provisions; vegetative component info; O&M plan or guide; etc.) Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

D. Adequacy of Individual Supporting Data Items (continued)

Item		Completed/Adequate? Yes, No, or N/A
7.	Job specifications approved by employee with Design JAA. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.	Job specifications reviewed by the client. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.	Field layout and survey notes. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10.	As-built drawings. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11.	Final check notes (construction and survey). Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14.	Installation approved by employee with Construction JAA. Comments*:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

* Comments include commendable items and deficiencies, if any.

E. Spot Checker's Recommendations for Correcting Deficiencies

Training or other actions to help prevent recurrence of deficiencies.

F. Spot Check Report Review

We the undersigned have reviewed this Spot Check Report:

Spot Checker Signature	Title	Date
	<i>District Conservationist</i>	
District Conservationist Signature	Title	Date

Spot checker will attach additional notes and relevant practice supporting data to this Spot Check Report. Provide copy of report and supporting data to DC, ADFO and SCE.

G Plan for Corrective Actions

If deficiencies are found and followup actions are required, the Assistant Director for Field Operations (ADFO) will prepare a plan for corrective actions. The ADFO will work with the DC and other appropriate parties (planner, TSP, spot checker, and/or State Conservation Engineer) to develop the plan. The plan will include agreed-to corrective action items including training; followup actions (if significant errors in quantities certified as applied are found and/or if the practice does not meet the job specifications); responsible persons and due date. The following table may be used as the plan or a separate document may be prepared and attached to this report.

Agreed-to Corrective Action Items <i>(Action Items and Responsible Persons)</i>	Date Scheduled	Date Completed	Completion Certified by (Signature)

We the undersigned agree to the Plan for Corrective Actions:

Print Name	Title	Signature	Date
Print Name	Title	Signature	Date

The DC is responsible for ensuring the agreed-to items in this Plan for Corrective Action are completed. After all agreed-to items have been completed; DC will provide copy to ADFO.