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Testing, Materials

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Construction Advisory
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Testing Order Procedure and Requirements

This construction advisory serves as a reminder to construction project staff of the procedure and requirements for reviewing and approving testing orders from contractors/subcontractors for accuracy.

The contractor must send or deliver the COMPLETED testing order to the project engineer before or at the preconstruction meeting, or upon award of contract.

Payment to the contractor may be withheld for items that do not have a completed and acceptable testing order for the materials.

The testing order will list which materials will require testing. It will also list the approximate quantities and sources of material used on the project, and identify all materials that will be supplied by an approved manufacturer/supplier.

The contractor must sign the testing order to certify that "all materials supplied to this project and listed on this testing order are from the sources specified."

If the source of material changes, the contractor must submit a revised testing order to the project engineer and provide a reasonable amount of time to carry out the required inspection and testing. If the sources on the certification document provided to the project office do not agree with the testing order submitted by the contractor, the engineer will require a revised testing order. In addition, there are various testing order forms (Form 501 A thru H). Use the testing order form that corresponds with the construction material being referenced.

If subcontractors are specified on the testing order submitted by the prime contractor, the subcontractor will submit a separate testing order for the materials they will be supplying to the project. The prime contractor will be held responsible for the testing and testing orders of their subcontractor.

The assigned inspector on site is required to document the source of the material on the inspector's daily report to verify the correct source of materials listed on the testing order received from the contractor/subcontractor. The project engineer is responsible for assuring all materials meet acceptance requirements.

The materials staff in the region/TSC may assist the engineer in determining the following:

1. Which items originate locally (within the region); reference acceptance instructions in the last column.
2. Which items originating elsewhere (outside of the region) will be sampled or inspected on the project.
3. Which items are to be supplied by sources with certification, qualified products list, or tested stock privileges, as listed in the current *Materials Source Guide*.

