

APPENDIX A

Construction Forms



SOUTH CAROLINA
DEPARTMENT
OF TRANSPORTATION

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Appendix A

Construction Forms

Figure A-1A presents a descriptive list of the most common SCDOT Construction Forms that will be used to administer SCDOT construction contracts and inspect typical pay items. The forms listed in Appendix A are available in electronic format on the SCDOT Intranet Web Site.

New No.	Old No	Name	Section	Description	Responsibility	Who Fills Out the Form?	Who Signs Forms?	Distribution
100.01		RCE Pre-Construction Checklist		general	SCDOT	RCE	RCE	RCE
100.02	LAB-291	Preliminary Letter of Certification		materials	SCDOT	RCE	RCE/DEA	RCE, Lab
100.03	3099	Report Recommending Roads for State Maintenance		final inspection	SCDOT	RCE	RCE, DEA, Road/Bridge Engr.	RCE, DEA, Dir. of Const.
100.04	616	Contractor Notice of Claim		claim	Contractor	Contractor	RCE, Contractor	RCE, Dir. of Const.
100.05		Contractor Concurrence and Prompt Payment		concurrence	SCDOT	RCE	Contractor	RCE, Contractor
100.06	608	Distribution of Payment	100	payment	SCDOT	RCE	RCE,DEA	Accounting
100.07	659	Wage Regulation Report	100	general	SCDOT	Inspector	RCE	RCE
100.08	LAB-232	Monthly Report of Testing Activities with Nuclear Gauge		equipment	SCDOT	Inspector	RCE	RCE, Lab
100.09	LAB-919	Report of Disposition of Materials Failing to meet Specifications	105	materials	SCDOT	RCE	RCE, DEA, DOC	DEA, Dir. of Const., Lab, RCE
100.10		Material Certification Log	100	materials	SCDOT	RCE	N/A	RCE
100.11		Materials Sampling and Testing Log	100	materials	SCDOT	RCE	N/A	RCE
100.12	3068-A	Utility Agreement	100	utility	Utility Company	Utility Company	Utility Mgr, Utility Company	RCE, Utility Office
100.13	3068Z	Utility Field Daily Diary	100	utility	SCDOT	Inspector	RCE	RCE
100.14	803	Slope Permission		R/W	SCDOT	Inspector	Property owner, RCE	RCE, Dir. of Const.
100.15		Stormwater and Pollution Prevention Plan for Highway Construction	800	NPDES	Contractor	Contractor	Contractor, RCE, DEA, DOC	SCDOT, Contractor
100.16	DHEC 2612	Notice of Intent - Stormwater	800	stormwater	SCDOT	RCE	DEA	RCE, District office, DHEC
100.17	DHEC 2610	Notice of Termination - Stormwater	800	stormwater	SCDOT	RCE	DEA	RCE, District office, DHEC
100.18	PR-1391	Annual EEO Report - Contractors	100	EEO	Contractor	Subs, Prime	Subs, Prime, RCE	DBE office, RCE

SCDOT CONSTRUCTION FORM DESCRIPTION TABLE
Figure A-1A

New No.	Old No.	Name	Section	Description	Responsibility	Who Fills Out the Form?	Who Signs Forms?	Distribution
100.19		DBE Quarterly Report	100	EEO	Contractor	Contractor	Subs, Prime, RCE	DBE office, RCE
100.20		Equal Employment Opportunity Stage Type Inspection	100	EEO	SCDOT	EEO	EEO, Contractor, RCE	EEO, Contractor
100.21		Request for DBE Summary	100	DBE	SCDOT	RCE	RCE	DBE office, RCE
100.22		Monthly Training Status Report	100	general	Contractor	Contractor	RCE	SCDOT, Contractor
100.23		Trainee Termination Report	100	general	Contractor	Contractor	RCE	Compliance Office
100.24		Final Inspection Acceptance Report Railroad Grade Crossing Signal Project		railroad	SCDOT	RCE	RCE, DEA & Utilities Mgr.	RCE, DEA & Utilities Mgr.
100.25		Report of Acceptance of Small Quantity Materials	100					
200.01	LAB-932	Field Density Test Report (Nuclear Gauge)	200/300	subgrade, base, embankment	SCDOT	Inspector	RCE	RCE, Lab
200.02	229A	Percent Compaction by Nuclear Gauge	200/300	subgrade, base, embankment	SCDOT	Inspector	RCE	RCE
200.03	229B	Percent Compaction by Nuclear Gauge - Direct Read Gauge	200/300	subgrade, base, embankment	SCDOT	Inspector	RCE	RCE
200.04	3078	Agreement for Placing Debris on Private Property	200	clearing/grub	Contractor	Contractor	Landowner	Landowner, Contractor
200.05	DHEC 3428	Notification of Demolition	700	structure	DHEC	Contractor, RCE	DEA	RCE, District office, DHEC
200.06	7	SCDOT Blasting Notice		public notice	Contractor	Contractor	N/A	Communications Office
300.01		Depth Check Records	300	base	SCDOT	Inspector	Inspector	RCE
300.02	LAB-935	Density Test Report (Nuclear Gauge)	300	stone base	SCDOT	Inspector	RCE	RCE, Lab
300.03	LAB-935B	Density Test Report (Nuclear Gauge) - Direct Read Gauge	300	stone base	SCDOT	Inspector	RCE	RCE, Lab
400.01	910W	Ignition Oven Worksheet	300	asphalt	Contractor	Inspector	N/A	RCE, Lab
400.02	LAB-266	Determination of Target Density for Asphalt Concrete Materials	400	asphalt	Contractor	Contractor	Contractor	Lab

SCDOT CONSTRUCTION FORM DESCRIPTION TABLE

Figure A-1A
(Continued)

New No.	Old No	Name	Section	Description	Responsibility	Who Fills Out the Form?	Who Signs Forms?	Distribution
400.03	969	Daily Report of Asphalt Plant Inspection	400	asphalt	SCDOT	Plant Inspector	Plant Inspector, RCE	RCE, Lab
400.04	944	Daily Report of Asphalt Roadway Inspection	400	asphalt	SCDOT	Roadway Inspector	Roadway Inspector, RCE	RCE, Lab
400.05	944	Daily Report of Asphalt Roadway Inspection Contractor QC/QA - Placed	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.06	LAB-966	Asphalt Ignition Oven Mixture Calibration Worksheet	400	asphalt	Contractor	Contractor	Contractor	Lab
400.07	LAB-967	Asphalt Ignition Oven Mixture Calibration Verification Worksheet	400	asphalt	Contractor	Contractor	Contractor	Lab
400.08	LAB-988	Silo Approval Overnight Storage	400	asphalt	Contractor	Contractor	Contractor	Lab
400.09	PWL-1	Lot Pay Factor Calculations	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.10	PWL-1	Lot Pay Factor Calculations - Thin Lift	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.11	PWL-2	In-Place Density Contractor QC/QA - Nuclear Gauge	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.12	PWL-2	In-Place Density Contractor QC/QA - Roadway Cores	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.13	283	Weekly Lime Anti-Stripping Additive Report	400	asphalt	Contractor	Inspector	Inspector, District Asphalt Manager	RCE, Lab
400.14	LAB-979	Verification of Hydrated Lime Weighing Systems for Hot Mix Asphalt	400	asphalt	SCDOT	Plant Inspector	Plant Inspector, RCE, Contractor	Field Lab
400.15		Maximum and Effective Specific Gravity Worksheet	400	asphalt	Contractor	Inspector	N/A	RCE, Lab
400.16		In-Place Density Contractor QA	400	asphalt	SCDOT	Contractor	Contractor, RCE	RCE
400.17		In-Place Density Contractor QC/QA PWL	400	asphalt	SCDOT	Contractor	Contractor, RCE	RCE
600.01		Traffic Control Plan	600	traffic	Contractor	Contractor	Contractor, RCE, DEA	DEA
600.02		Workzone Traffic Control Inspection	600	traffic	SCDOT	Inspector	Inspector, Contractor	RCE

SCDOT CONSTRUCTION FORM DESCRIPTION TABLE

Figure A-1A

(Continued)

New No.	Old No	Name	Section	Description	Responsibility	Who Fills Out the Form?	Who Signs Forms?	Distribution
700.01	BR-1	Concrete Pour Inspector's Checklist	500	concrete	SCDOT	Inspector	Inspector	RCE
700.02	BR-2	Concrete Pour Inspector's Checklist - Contractor's QC	500	concrete	SCDOT	Inspector	Inspector	RCE
700.03	BR-3	Concrete Pre-Pour Checklist for Non-Bridge and Non-Culvert Items	500	concrete	SCDOT	Inspector	Inspector	RCE
700.04	LAB-660	Ready Mix Concrete Report	500	concrete	SCDOT	Plant Inspector/ field inspector	Plant Inspector/ field inspector	RCE
700.05		Dry Run Depth Checks for Bridge Deck Pours	700	structure	SCDOT	Inspector	Inspector	RCE
700.06		Wet Depth Checks for Bridge Decks - Transverse	700	structure	SCDOT	Inspector	Inspector	RCE
700.07		Wet Depth Checks for Bridge Decks - Longitudinal	700	structure	SCDOT	Inspector	Inspector	RCE
700.08	PIT.VERIFI	CSL/PDA/PIT Testing Verification	700	foundations	SCDOT	RCE	RCE	RCE, Bridge, Construction
700.09		Slurry Inspection Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.10		Drilled Shaft Concrete Placement Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.11		Drilled Shaft Concrete Volumes Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.12		Drilled Shaft Excavation Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.13		Drilled Shaft Inspection Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.14		Drilled Shaft Log	700	foundations	Contractor	Contractor	Contractor, Inspector	RCE
700.15		Pile Driving Log	700	foundations	SCDOT	Inspector	Contractor, Inspector	RCE
700.16		Welding Procedure	700	structure	Contractor	Contractor	Contractor	RCE, Lab
700.17		Pile Record	700	foundations	SCDOT	Inspector	N/A	Submit w/ Final Plans

SCDOT CONSTRUCTION FORM DESCRIPTION TABLE

Figure A-1A

(Continued)

New No.	Old No	Name	Section	Description	Responsibility	Who Fills Out the Form?	Who Signs Forms?	Distribution
700.18		Swiss Hammer Readings	700	structure	SCDOT	Inspector	Inspector	RCE, Bridge, Construction
800.01	2091	Agreement for Moving Items Release		R/W	Contractor	Contractor	Landowner, 2 witnesses, RCE	RCE
800.02		Sediment and Erosion Control Site Inspection Report	800	NPDES	SCDOT	Inspector	CEI	RCE, CEI office

SCDOT CONSTRUCTION FORM DESCRIPTION TABLE

Figure A-1A

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