

11-1 **Introduction**

This chapter is published to acquaint engineers and inspectors with the various forms provided by WSDOT for 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 three different methods:

- The WSDOT internal Forms website accessible from the intranet homepage.
- The WSDOT external website at www.wsdot.wa.gov/forms.
- By ordering the forms through your WSDOT Regional Stores personnel.

11-2 **General Instructions**

Forms shown in this chapter are categorized by those persons or offices responsible for completing the form(s) and alphabetically by form name.

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 ensure that the latest version of the form is used.

Signatures

The collection of information in the field has traditionally consisted of text-based documents which were intended to be “hand-signed” by the originator of the document. Now that these forms are available electronically, the question arises as to which forms will require an original hand-written signature and which will be acceptable with computer generated or printed signatures.

The electronic forms listed in this chapter are further categorized into those forms requiring an original signature and which are acceptable with computer generated or printed signatures. Project Office personnel will need to review the forms to familiarize themselves with the signature requirement of each form. All computer generated forms are acceptable as a hard copy with a “handwritten” signature.

Signature Blocks

Any form, on which the word "Signature" appears in the block, requires an original handwritten signature in that block (e.g., Inspector's signature_____, contractor's signature____, project engineer's signature____). Any form on which the signature block contains anything other than "Signature" may utilize a computer generate or printed signature (e.g., Completed by____, Prepared by____, Submitted by____, Inspector____). Signature blocks on these forms are "open" on the FileMaker Pro electronic forms in order to allow the originator of the form to type in their name.

When filling out and completing our construction forms, all signature or initial blocks must be completed. Leaving them blank is not acceptable.

Identifying Individual's Signatures

Project Offices will need to establish a procedure in which printed signatures or initials appearing on a document may be accepted as equal to a handwritten signature or initials. A WSDOT personnel signature list (Project Personnel Signature Listing [DOT Form 422-001](#)) is available for Project Office use.

This list shall be included with the final records as defined in [Section 10-3.5](#). It is recommended that before work commences on a project, all those who will be assigned a role on the project sign and initial this sheet. The list should be kept current throughout the life of the project.

Note: A handwritten signature is always acceptable on all forms.

***Indicates that only forms with the revised date shown are to be used. All older forms will be discarded. Forms should be downloaded from Forms Management prior to each use in order to ensure that the latest version is being used.**

11-2A Project Office

Form No.	Revised Date	Form Name
Administration		
410-025	3/02	Project Engineer Transmittal
420-012	1/96	Recommended Changes in the <i>Standard Specifications</i>
421-005A	12/09	Change Order – Minor Change (2 page)
421-006	10/11	Order to Suspend Work
421-007	5/06	Order to Resume Work
421-010	4/15*	Prime Contractor Performance Report
422-002	6/16	Change Record
422-003	6/16	Change Order Checklist
540-509	3/11	Commercial Pesticide Application Record
722-025	1/14	As Built Cover Sheet
750-001	10/13	Fall Protection Plan
750-001A	1/05	Tower and Bridge Fall Protection Plan
Aggregates		
350-023	4/02	Pit Evaluation Report
422-020	4/11	Record of Field Tests
422-020A	5/08	Aggregate Record of Field Tests
422-020B	7/08	Inspector's Record of Field Test
Asphalt Testing		
350-016	4-02	Asphalt Emulsion Label
350-126	8/97	Asphalt Plant Inspection
350-157	4/02	Rice Density
350-161	3/11	HMA Mineral Aggregates
350-162	7/09	Volumetrics Worksheet
350-560	4/09	Ignition Furnace Worksheet
Concrete Testing		
350-009	7/02	Concrete Test Cylinder Transmittal
450-001	2/12	Manufacturer's Certificate of Compliance for Ready Mixed Concrete
DBE/EEO		
272-051		DBE/UDBE On-Site Review Form / Commercially Useful Function Architect & Engineering/Professional Services Firm
272-052	6/19	DBE/UDBE Commercially Useful Function On-Site Review for Construction Contractors / Subcontractors
272-060	12/04	Federal-Aid Highway Construction Annual Project Training Report
272-064	6/19	DBE/UDBE Commercially Useful Function On-Site Review for Regular Dealer and Manufacturers
226-012	5/06	Trainee Interview Questionnaire

Form No.	Revised Date	Form Name
DBE/EEO (continued)		
226-013	11/18	MSVWBE On-Site Review for Construction Subcontractors/Supplier/Manufacturers
226-014	11/18	Project Office MSVWBE On-Site Review for Architech & Engineering and Professional Services Firms
424-003	12/96	Employee Interview Report
Density (Asphalt/Soils)		
350-073	5/11	Hot Mix Asphalt Test Point Evaluation Report
350-074	3/10	Field Density Test
350-092	1/09	Hot Mix Asphalt Compaction Report (Station)
350-092A	5/10	Mile Post Hot Mix Asphalt Compaction Report
350-092B	3/10	Hot Mix Asphalt Compaction Report (80 ton)
351-015	7/10	Daily Compaction Test Report
Documentation		
134-146	10/07*	Final Contract Voucher Certificate
350-115	2/10	Contract Materials Checklist
410-027	4/02	Test Pile Record
422-001	10/08	Project Personnel Signature Listing
422-001A	10/08	Change Order Authorization Signature
422-007	3/08	Report of Protested Work
422-008	6/16*	Daily Report of Force Account Worked
422-009	2/96	Final Record Notes Title Page
422-009B	2/96	Final Record Notes Title Page
422-010	7/10*	Force Account Equipment Rate Request
422-012	4/01	Final Record Notes – Title Sticker
422-021	4/08	Item Quantity Ticket
422-024	7/95	Water Delivery Record
422-568	4/01	Load Tally Sheet
422-635	3/08	Field Note Record
422-636	8/96	Field Note Record (Sketch Grid)
422-637	3/08	Field Note Record for Drainage
422-700	8/99	Daily Work Quantities
450-004	8/12	Pile Book
450-004A	10/11	Pile Driving Log
591-020A	6/11	Daily Traffic Item Ticket (Equipment)
591-020B	10/10	Daily Traffic Item Ticket (Labor)
591-020C	6/11	Summary of Daily Traffic Item Ticket

Form No.	Revised Date	Form Name
General Materials		
350-026	5/02	Preliminary Sample Transmittal
350-056	1/09	Sample Transmittal
350-130	3/08	Field Acceptance/Verification Report (RAM/QPL)
350-572	6/04	Manufacturer's Certificate of Compliance Checklist
Inspection		
421-045	2/97	WSP Field Check List
422-004	3/08	Inspector's Daily Report
422-004A	7/08	Inspector's Daily Report Diary Page
422-004B	7/08	(Street) Inspector's Daily Report
422-027	10/11	Scaleman's Daily Report
422-644	12/95*	Daily Report of BST Operations
540-020	3/02	Backflow Prevention Assembly Test Report

11-2B *Regional Office*

Form No.	Revised Date	Form Name
230-036A	4/07	Initial Documentation Review (Procedures)
230-036B	3/07	Follow-Up Documentation Review
272-061	3/12	Federal-Aid Highway Construction Cumulative Training Report
420-012	1/96	Recommended Changes to Specifications and Construction Manual
421-014	1/97	Examination Sheet for Contract Items
422-100	6/03	Interim Inspection of Federal-Aid Project
FHWA-1392	6/13	Federal-Aid Highway Construction Summary of Employment Data

11-2C *Fabrication Inspector*

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

11-2D *State Construction Office*

Form No.	Revised Date	Form Name
422-101	6/07	Final Inspection and Acceptance of Federal-Aid Project
FHWA-1392	6/13	Federal-Aid Highway Construction Summary of Employment Data

11-2E Materials Laboratory (State or Region)

Form No.	Revised Date	Form Name
350-112	3/02	Correlation – Nuclear Gauge to Core Density
350-514	4/97	Moisture – Density Relationship Report
351-021	4/02	Statement of Receipt of Radioactive Material

11-2F Contractor

Form No.	Revised Date	Form Name
134-146	10/07*	Final Contract Voucher Certificate
272-049	3/12	Training Program
272-050	9/07	Apprentice/Trainee Approval Request
272-062	6/98	Contract Compliance Review Request for Additional Information
350-040	6/06	Concrete Mix Design
350-042	11/13	HMA Mix Design Submittal
350-071	12/12*	Request for Approval of Material
350-109	7/12	Certification of Materials Origin
410-029	5/13	Contractor's Construction Process Evaluation
420-004	3/08*	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects
421-009	6/12	Release – Retained Percentage (Except Landscaping)
421-012	4/16*	Request to Sublet Work
421-023	4/10*	Quarterly Report of Amounts Paid MBE/WBE Participants
421-040A	4/04	Contractor's Daily Report of Traffic Control - Summary
421-040B	3/08	Contractor's Daily Report of Traffic Control - Traffic Control Log
422-102	2/06	Quarterly Report of Amounts Credited as DBE Participation
540-509	3/11	Commercial Pesticide Application Record
820-010	6/99*	Monthly Employment Utilization Report
FHWA-1391	9/13	Federal-Aid Highway Construction Contractor's Annual EEO Report

Alphabetical Listing of Forms

Forms Requiring an Original Hand Written Signature

(X) = Contractor's signature is desirable but not necessary to make payment.

Cont.	PE	Form No.	Form Name
X		421-023	Quarterly Report of Amounts Paid as MBE/WBE Participants*(4/10)
X		272-050	Apprentice/Trainee Approval Request
	X	540-020	Backflow Prevention Assembly Test Report
X		350-109	Certification of Materials Origin
X	X		CCIS Generated Change Order
(X)		421-005A	Change Order – Minor Change (2 page)
	X	540-509	Commercial Pesticide Application Record
X	X	272-062	Contract Compliance Review Request for Additional Information
	X	350-115	Contract Materials Checklist
X		420-004	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects*(3/08)
(X)	X	422-008	Daily Report of Force Account Worked*(6/16)
	X	272-052	DBE/UDBE Commercially Useful Function On-Site Review for Construction Contractors / Subcontractors
	X	272-051	DBE/UDBE On-Site Review Form / Commercially Useful Function Architect & Engineering/Professional Services Firm
	X	272-064	DBE/UDBE Commercially Useful Function On-Site Review for Regular Dealer and Manufacturers
X	X	FHWA-1391	Federal-Aid Highway Construction Contractors' Annual EEO Report
X	X	FHWA-1392	Federal-Aid highway Construction Summary of Employment Data
X	X	134-146	Final Contract Voucher Certificate*(10/07)
X		820-010	Monthly Employment Utilization Report*(6/99)
	X	226-013	MSVWBE On-Site Review for Construction Subcontractors/ Supplier/Manufacturers
	X	421-010	Prime Contractor Performance Report*(3/08)
	X	226-014	Project Office MSVWBE On-Site Review for Architect & Engineering and Professional Services Firms
	X	422-001	Project Personnel Signature Listing
X		422-102	Quarterly Report of Amounts Credited as DBE Participation
X	X	421-009	Release – Retained Percentage (Except Landscaping)
X	X	422-007	Report of Protested Work
	X	351-021	Statement of Receipt of Radioactive Material
X	x	272-049	Training Program

Forms Suitable for Printed Signature

(X)* = Contractor's signature is desirable but not necessary.

Cont.	PE	Form No.	Form Name
		722-025	As Built Cover Sheet
(X)*		350-126	Asphalt Plant Inspection
		350-016	Asphalt Emulsion Label
	X	350-009	Concrete Test Cylinder Transmittal
	X	350-040	Concrete Mix Design
(X)*		410-029	Contractor's Construction Process Evaluation
X		421-040A	Contractor's Daily Report of Traffic Control -Summary
X		421-040B	Contractor's Daily Report of Traffic Control -Traffic Control Log
	X	350-112	Correlation - Nuclear Gauge to Core Density
	X	351-015	Daily Compaction Test Report
(X)*	X	422-644	Daily Report of BST Operations*(12/95)
(X)	X	591-020A	Daily Traffic Item Ticket (Equipment)
(X)	X	591-020B	Daily Traffic Item Ticket (Labor)
	X	591-020C	Daily Traffic Item Ticket (Summary)
(X)*	X	422-644	Daily Report of BST Operations
	X	422-700	Daily Work Quantities
	X	424-003	Employee Interview Report
	X	421-014	Examination Sheet for Contract Items
	X	350-004	Fabrication Progress Report
	X	750-001	Fall Protection Plan
	X	272-060	Federal-Aid Highway Construction Annual Training Report
	X	272-061	Federal-Aid Highway Construction Cumulative Training Report
	X	350-130	Field Acceptance/Verification Report (RAM/QPL)
	X	350-074	Field Density Test
	X	350-074A	Field Dry Density Test
	X	422-635	Field Note Record
	X	422-367	Field Note Record for Drainage
	X	422-636	Field Note Record (Sketch Grid)
	X	422-101	Final Inspection and Acceptance of Federal-Aid Project
		422-009	Final Records Notes Title Page
		422-009B	Final Records Notes Title Page
	X	230-036B	Follow-Up Documentation Review
		422-010	Force Account Equipment Rate Request*(7/10)
		350-564	Gradation Chart - 0.45 Power
(X)*	X	350-161	HMA Mineral Aggregates
(X)*	X	350-092	Hot Mix Asphalt Compaction Report
	X	350-073	Hot Mix Asphalt Test Section Report

Cont.	PE	Form No.	Form Name
(X)*		350-042	HMA Mix Design Submittal
(X)*	X	350-560	Ignition Furnace Worksheet
	X	230-036A	Initial Documentation Review (Procedures)
	X	422-004	Inspector's Daily Report
	X	422-004A	Inspector's Daily Report - Diary Page
	X	422-004B	(Street) Inspector's Daily Report*(3/08)
(X)*	X	422-020	Inspector's Record of Field Test
	X	422-100	Interim Inspection of Federal-Aid Project
(X)	X	422-021	Item Quantity Ticket
	X	422-568	Load Tally Sheet
	X	350-572	Manufacturer's Certificate of Compliance Checklist
(X)*		450-001	Manufacturer's Certificate of Compliance for Ready Mixed Concrete
	X	350-514	Moisture - Density Relationship Report
	X	421-007	Order to Resume Work
	X	421-006	Order to Suspend Work
		450-004	Pile Book
	X	350-023	Pit Evaluation Report
	X	450-005	Post-Tensioning Record
	X	350-026	Preliminary Sample Transmittal
(X)*	X	410-025	Project Engineer Transmittal
	X	420-012	Recommended Changes to Specification and <i>Construction Manual</i>
	X	350-071	Request for Approval of Material*(12/12)
X	X	421-012E	Request to Sublet Work
	X	350-157	Rice Density
	X	350-056	Sample Transmittal
(X)	X	422-027	Scaleman's Daily Report
	X	410-027	Test Pile Record
		422-012	Title Sticker - Final Record Books
	X	226-012	Trainee Interview Questionnaire
(X)*	X	350-162	Volumetrics Worksheet
(X)	X	422-024	Water Delivery Ticket
		421-045	WSP Field Check List

