



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Construction Memorandum

To: District Construction Engineers

From: Paul Jagoda, P.E.
Construction Engineering Services Engineer

Date: March 1, 2004

Subject: Timeliness of Quality Assurance Entries

This Construction Memo develops a uniform process for timeliness of conducting QA testing of materials, sharing results with the contractor and entering test results into the Quality Assurance program.

- Process all QA testing of samples promptly.
 - Do not stock pile samples to be run at a later time.
 - Process the testing of the cores quickly.
 - The samples for the density acceptance by cores do not have to wait 24 hours but are “dried to a constant mass”, reference MT 314.
- Verify QA Specifications; reference the Construction Memo titled Checking Process for QA Entries dated 11-6-03. When making QA notes include a copy of the specification for that material in the notes.
- If errors are encountered with the QA Program contact ISD and the Construction Engineering Services Reviewer for your District.
- Enter data when testing is completed for that lot and share the results with the prime contractor at that time. If a consultant conducts the testing of the material, once the results are received send a copy of the results to the prime contractor.

For assistance or questions related to QA, please contact the District’s Construction Engineering Services Reviewer.

This memo is rescinded five years from the date of issuance if not updated.

PJ/pe

CC:	EPMs Mark Wissinger, PE Dist. Mat. Super.	District Office Engineers FHWA Operations Engineers Area Lab Supervisors	CES Bureau Joel Marshik, PE	Lisa Durbin, PE DAs
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