|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CONTRACT NO. |  |  | CM FIRM |  |
| PROJECT DESCRIPTION |  |  | CM RE |  |
| LOCATION |  |  | MILEPOSTS |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MATERIAL DESCRIPTION   |  | | --- | | QUANTITY | |  | | | REQUIRED QUANTITY | UNIT |
|  | |  |  |
| PAY ITEM NUMBER | PAY ITEM DESCRIPTION | INSPECTED QUANTITY | UNIT |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **WBPM APPROVED SUBMITTAL SUMMARY** | | |
| SUBMITTAL NO. | SUBMITTAL PACKAGE NO. | APPROVED SUBMITTAL DATE |
|  |  |  |
| MANUFACTURER | LOCATION | IDOT PRODUCER CODE (if applicable) |
|  |  |  |
| SUPPLIER | LOCATION | IDOT SUPPLIER CODE (if applicable) |
|  |  |  |
| SIGNIFICANT NOTATIONS (if applicable) | | |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CM INSPECTION** | | | | | |
| DATE OF INSPECTION | | INSPECTED BY | | | SPECIFICATION & SECTION or PAGE NOS. |
|  | |  | | |  |
| MATERIAL MEETS SPECIFICATION AND IS ACCEPTED | | | | | MATERIAL DOES **NOT** MEET SPECIFICATION |
| EVIDENCE OF INSPECTION: | | | | | COMMENTS: |
| VISUAL INSPECTION | | | TICKETS or BILL OF LADING | |  |
| PRODUCER CERTIFICATION | | | LA-15 | |
| ISTHA/IDOT INSPECTION | | | IL-OK STAMP | |
| MARK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| (With photographs) | | |  | |  |
| DOCUMENTATION IN WBPM FOLDER | | | |  | |
| ATTACHMENTS | NONE  TAG/LABEL  PHOTO(s)  SHOP DRAWING  OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

MIR APPROVAL (RE Signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A-5A INSTRUCTIONS

The Material Inspection Form (A-5A) shall be completed by the inspector and/or Resident Engineer for lump sum pay items in order to document the inspection of various materials specified in the contract documents. A separate A-5A form should be used for each component of the work which requires material documentation. Prior to field inspection by the CM, the approved submittal(s) should be reviewed and summarized in the “WBPM Approved Submittal Summary” section of the report. The material incorporated into the project shall be inspected and the required material documentation shall be submitted prior to acceptance. Once the material has been inspected and accepted, the Resident Engineer shall sign this form and assign an A-5A number in numerical order. The assigned A-5A number shall also to be referenced on the A-5 form. The A-5A form shall be uploaded in the WBPM system under folder 03.12.05. Attachments are not required to be uploaded to the WBPM system. The original A-5A form, along with any attachments, shall be maintained in the project material files.

* Contract No. : Enter ISTHA contract number.
* CM Firm: Enter name of CM Company.
* Project Description: Enter the ISTHA contract name
* CM RE: Enter the name of the acting CM Resident Engineer.
* Location: Enter the Route and project limits according to nearest crossroads.
* Mileposts: Enter the project limits according to milepost numbers.
* Material Description: Describe the material being inspected.
* Required Quantity & Unit: Enter the quantity of material required to fulfill the lump sum scope requirement.
* Pay Item Number: Enter the contract pay item number for the lump sum pay item.
* Pay Item Description: Enter the contract pay item description for the lump sum pay item.
* Inspected Quantity & Unit: Enter the quantity of material examined during this inspection.

**WBPM APPROVED SUBMITTAL SUMMARY**

* Submittal No.: Enter the approved WBPM Submittal No.
* Submittal Package No.: Enter the approved WBPM Submittal Package No.
* Approved Submittal Date: Enter the approval date of the submittal.
* Manufacturer & Location: Enter the Manufacturer’s Name and city/state location.
* Supplier & Location: Enter the Supplier’s Name and city/state location. If there is no supplier, enter N/A.
* IDOT Producer Code/Supplier Code: Enter the IDOT MISTIC producer or supplier code as shown on the Master MISTIC Producer List on the IDOT website.
* Significant Notations: List any notes made by the reviewer during the submittal review that require particular attention during the field inspection.

**CM INSPECTION**

* Date of Inspection: Enter the date(s) that the material was inspected.
* Inspected By: Enter the initials of individual performing the inspection.
* Specification & Section or Page Nos: Enter Specification Name and Section Number or the Specification Name and Page Numbers. For example, the specification name should be listed as Contract Requirements, ISTHA Supplemental, or IDOT SSRBC, etc.
* Check the appropriate box stating whether the material meets the specification or does not meet the specification
* Evidence of Inspection: Check the boxes for the appropriate evidence of inspection obtained.
* Comments: Enter notes regarding acceptance or rejection information.
* Documentation in WBPM Folder: List the WBPM system folder number for any material documentation uploaded to the WBPM system.
* Attachments: Check the appropriate box.
* MIR Approval: Provide the Resident Engineer’s signature
* A-5A No.: A number shall be assigned to each A-5A report in numerical order. Enter the number assigned to this report.
* IDR No.: Reference the IDR number the Material Inspection Report is associated with