



## FOREWORD

Along with the *General Construction Inspector Training Manual*, we have provided this *Resource Manual*. The *Resource Manual* includes excerpts from other manuals. Full copies of the manuals are available in class for your review and on the internet for later access.

This manual was developed as a reference for inspectors to access construction inspection related sections without the overwhelming feeling of seeing each entire manual. We expect that you will take the time to review each of the manuals in their entirety to see how they are organized and the wealth of information they contain. Included in the *Resource Manual* are:

- **QA Inspection Certification Program Document** – This document explains the entire Inspection Certification process. It also explains the different Inspection Certifications that are available.
- **QA Program** – This section from the *Manual of Field Test Procedures* explains what the three separate and distinct sub-programs are and the responsibilities that each have for Field Testable Materials. In this section you will find the Contractor, Project Manager, and Region QA Team responsibilities. It also defines each of the different material testing certifications that individuals should hold when testing materials on the project.
- **Section 4D** – This is another section from the *Manual of Field Test Procedures*. The section provides tables that list testing requirements for materials that are tested in the field (e.g., aggregate, concrete, HMAC). The document includes production testing as well as placement testing. It specifies who should be performing the tests, when they should be performing the tests and on what form to record the test results.
- **Non-Field Tested Materials Acceptance Guide (NFTMAG)** – This document is a table that lists each Quality Document required for product acceptance. Ensure that you, as the inspector, consult this table for product compliance documentation and verify each document is received prior to Contractor installation.
- **Qualified Product List (QPL)** – This document is a complete list of Qualified or Approved products and manufacturers that are available for use on ODOT projects.
- **Chapter 12 – Project Records (*Construction Manual*)** – This chapter explains that most of the project records and documents that are made and kept are public records.
- **Chapter 12G – Extra Work Performed on a Force Account Basis (*Construction Manual*)** – This section explains when to use Extra Work performed on a Force Account Basis to equitably and uniformly compensate the Contractor for Extra Work when a negotiated price cannot be reached.
- **Chapter 19 – Labor Compliance (*Construction Manual*)** – This section explains that anyone working on construction projects is not to be taken advantage of and is entitled to the appropriate wage. It explains what DBRA and BOLI wages are. It also explains the requirements of the Contractor for reporting the payroll and the Agency requirements for performing wage interviews, along with labor complaints and investigations.