

SECTION TITLE: HIGHWAY OPERATIONS

CHAPTER TITLE: QUALITY ASSURANCE OF MATERIALS RECEIVED

I. **INTRODUCTION**

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Audits have noted that a double standard may exist in our quality assurance program when comparing documented coverage of State maintenance work, particularly purchase order materials, as compared to contract work. For example, many purchase orders are processed without applicable specification requirements, and documentation of specification compliance is often lacking for those having requirements.

It is Highways' policy that quality assurance for all materials and work, whether intended for State forces or contract, be done to the same uniform standard procedures. These standard procedures are based on the Standard Specifications together with the Supplemental Specifications and the Special Provisions contained in the contract documents, as explained and amplified by the applicable sections of the Construction Manual, Maintenance Manual, and the Materials Procedures of Contract Administration Division.

Therefore, the purpose of this Procedure is to establish responsibility for the quality assurance of materials received at all DOH locations.

**II. RESPONSIBILITIES**

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The initial responsibility for assuring that materials and work comply with quality requirements lies with the receiving organization.

The ultimate responsibility for assuring that materials and work comply with quality requirements lies with the District Administrator.

District materials technicians are responsible for quality assurance testing and documentation of their results within their District of assignment.

Contract Administration Division is responsible for quality assurance testing of all materials received by the Division of Highways.

The Procurement Section Supervisor (Finance Division) is responsible for transmitting copies of purchase orders requiring quality assurance testing to the receiving organization and Contract Administration Division.

**III. PROCEDURES**

Receiving and quality assurance inspection of incoming materials is one of the most important, but often most overlooked aspects of procurement. Without adequate receiving procedures, the effort expended in writing specifications, bidding, justifying, and buying is meaningless and expensive. Only with efficient receiving and quality assurance inspection can the DOH, as well as the State, be assured of obtaining the materials ordered.

The receiving organization and materials technicians should check the quality of materials ordered and/or received against the purchase order to determine:

- The make, model number, brand name, type, and general description of materials being procured meet the specifications of the purchase order; and
- The material delivered complies with the specifications listed on the purchase order.

The standards are based on the Standard Specifications, Supplemental Specifications, and Special Provisions outlined in contractual documents, and any revisions thereto.

The receiving organization must ensure that quality assurance testing is performed on all materials received and that a report (Form ST-4, Quality Assurance Certification) of this testing is documented.

If a question arises as to the acceptance of material after delivery, the District Administrator/Division Director must approve any exceptions prior to the material being utilized by the Division of Highways.

The step-by-step quality assurance outline is presented in the following sections.

**A. PROCUREMENT SECTION SUPERVISOR**

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The Procurement Section Supervisor will transmit copies of all purchase orders to the receiving organization and Contract Administration Division.

**B. RECEIVING ORGANIZATION**

The receiving organization will coordinate the receipt of purchase order materials with Contract Administration Division for quality assurance testing.

**C. CONTRACT ADMINISTRATION DIVISION**

Contract Administration Division will:

1. Schedule and perform quality assurance testing for all purchase order materials received by the Division of Highways; and
2. Document and transmit a copy of the Quality Assurance Certification (Form ST-4) to the receiving organization. Certification will routinely be prepared by District Materials, however, may require assistance and coordination of Contract Administration Division.

D. **RECEIVING ORGANIZATION**

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The receiving organization will:

1. Ensure that a Quality Assurance Certification (Form ST-4) is received for all purchase order materials and attach it to the purchase order; and
2. If a price adjustment or exception to the purchase order is indicated on the Quality Assurance Certification, document it on the MS-5 when transmitting it to Finance Division for payment processing.