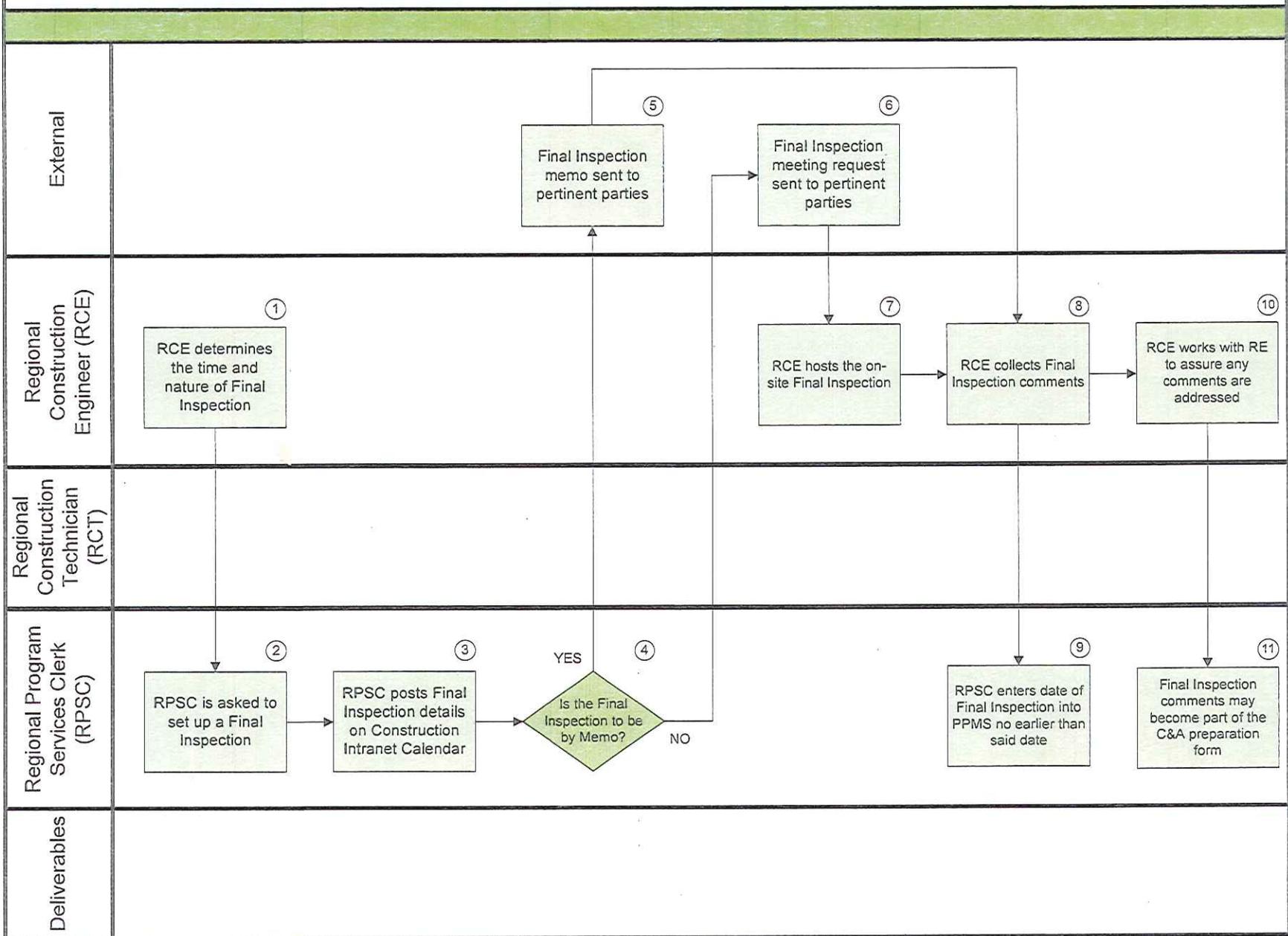


}
Tab 11
}

Final Inspection Process



Final Inspection Process
Work Instructions

Revision Date: March 2, 2013

Revision No: 2

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Construction Engineer (RCE) determines its time and nature of Final Inspection		RCE determines its time and nature of Final Inspection	On site Final Inspections are normally held for bridge, roadway, and signal projects. Inspections by memo are normally for paving, sign, line marking, and any other statewide project. Final inspections by memo are normally 10-14 calendar days. Upon Final Inspection the RCE will begin to review and ensure all material certifications and testing requirements have been met
2. Regional Program Services Clerk (RPSC) is asked to set up a Final Inspection		RPSC is asked to set up a Final Inspection	
3. Regional Program Services Clerk (RPSC) posts Final Inspection details on Construction Intranet Calendar	FIP1	RPSC posts Final Inspection details on Construction Intranet Calendar	
4. Is the Final Inspection to be by Memo?		If Yes, go to Step 5 If No, proceed to Step 6	
5. Final Inspection by memo sent to pertinent parties		Regional Program Services Clerk (RPSC) sends an email notice for Final Inspection by memo to invitees / attendees from the Preconstruction Conference (PCC) and appropriate Finance & Administration personnel. The email will state that all comments are to be returned to Regional Construction Engineer (RCE) by a predetermined date.	When the notice is sent by the RPSC the C&IA Unit will then send to the RE with a cc to the RCE, a "Request for Explanations" for any failing materials, unsampled materials, or uncertified materials.
6. Final Inspection meeting request sent to pertinent parties		Regional Program Services Clerk (RPSC) sends a meeting request by email to all invitees / attendees from the Preconstruction Conference (PCC) and appropriate Finance & Administration personnel.	When the meeting request is sent by the RPSC the C&IA Unit will then send to the RE with a cc to the RCE, a "Request for Explanations" for any failing materials, unsampled materials, or uncertified materials.
7. Regional Construction Engineer (RCE) hosts the on-site Final Inspection		RCE hosts the Final Inspection meeting at the project worksite.	
8. Regional Construction Engineer (RCE) collects Final Inspection comments		RCE collects Final Inspection comments and will incorporate them into the Completion & Acceptance (C&A) Preparation form later and cc's the Regional Program Services Clerk (RPSC)	

Handwritten note: ? Inspect materials? C&IA Unit

Final Inspection Process
Work Instructions

Revision Date: March 2013
 Revision No: 2
 Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
9. Regional Program Services Clerk (RPSC) enters date of Final Inspection into Preconstruction Project Management System (PPMS) no earlier than said date	FIP2	RPSC enters date of Final Inspection into PPMS no earlier than said date	
10. Regional Construction Engineer (RCE) works with Resident Engineer (RE) to assure any comments are addressed		RCE works with RE to assure any comments are addressed	
11. Final Inspection comments may become part of the Completion & Acceptance (C&A) preparation form		Final Inspection comments may become part of the C&A preparation form	Final Inspection comments may become part of the C&A preparation form, if the Regional Construction Engineer (RCE) requests they be included

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: FIP1 – Entering Events in the Construction Intranet Calendar

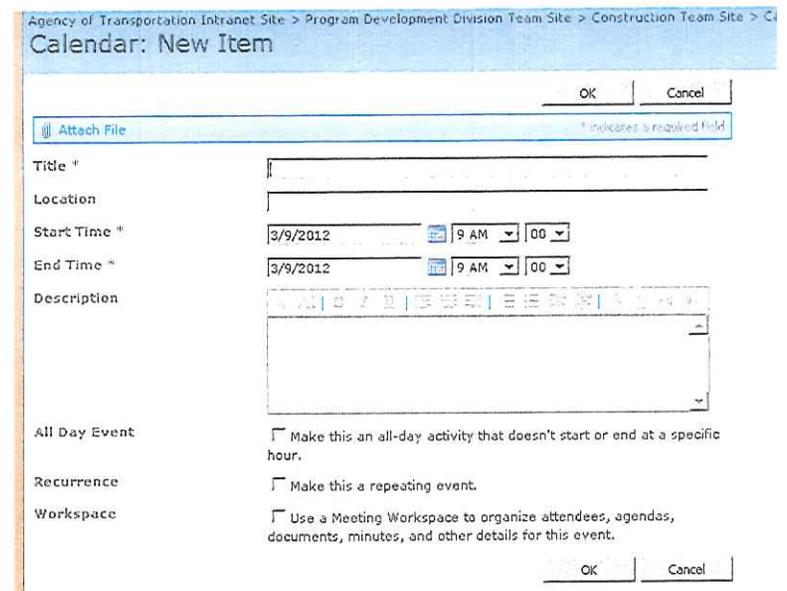
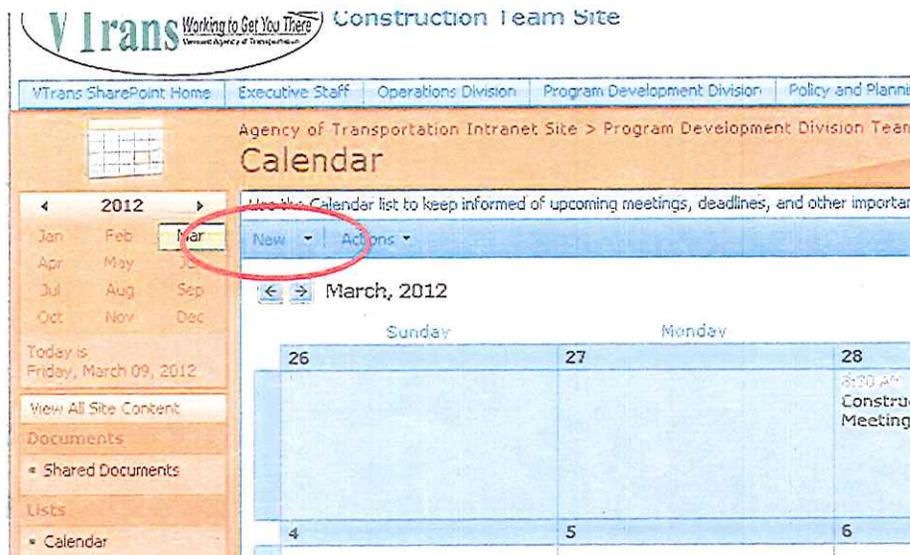
Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

To enter events in Construction Intranet Calendar:

1. Log into Citrix
2. Click on the Construction Intranet Icon
3. Click Okay
4. Go to General Information and click on Calendar of Events
5. Once the Calendar comes up select the month you want in the upper left corner of the screen – to the right will show a calendar for the entire month.
6. Click on the date in the calendar you want
7. Click on new and enter the appropriate information according to the time of the meeting
8. Then click okay and exit out of the calendar



**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: FIP1 – Entering Events in the Construction Intranet Calendar

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

To edit events you already have entered into the Calendar:

1. Log into Citrix
2. Click on the Construction Intranet Icon
3. Click Okay
4. Go to General Information and click on Calendar of Events
5. Once the Calendar comes up select the month you want in the upper left corner of the screen – to the right will show a calendar for the entire month.
6. Click on the meeting in the calendar you want
7. This will open the existing meeting and give you options for: New Item, Edit Item, Delete Item, Alert Me, or Export Event
8. Select Edit Item and type any changes
9. Click on close and exit out of the calendar

Agency of Transportation Intranet Site > Program Development Division Team Site > Construction Team Site > Ca

Calendar: Preconstruction Conference for Statewide Northeast

Close

[New Item](#) | [Edit Item](#) | [Delete Item](#) | [Alert Me](#) | [Export Event](#)

Title	Preconstruction Conference for Statewide Northeast Region STP HRRR(8)
Location	NE Regional Office, 347 Emerson Falls Road, Suite 5, St. Johnsbury, VT 05819
Start Time	3/19/2012 10:00 AM
End Time	3/19/2012 12:00 PM
Description	
All Day Event	<input type="checkbox"/>
Recurrence	<input type="checkbox"/>
Workspace	<input type="checkbox"/>

Created at 2/27/2012 11:44 AM by [Cindy Hastings](#)
Last modified at 2/27/2012 11:44 AM by [Cindy Hastings](#)

Close

Calendar: Preconstruction Conference for Statewide Northeast

OK Cancel

[Attach File](#) | [Delete Item](#) * Indicates a required field

Title *	Preconstruction Conference for Statewide Northeast Region STP HRRR(8)
Location	NE Regional Office, 347 Emerson Falls Road, Suite 5, St. Johnsbury, VT 05819
Start Time *	3/19/2012 10 AM 00
End Time *	3/19/2012 12 PM 00
Description	
All Day Event	<input type="checkbox"/> Make this an all-day activity that doesn't start or end at a specific hour.
Recurrence	<input type="checkbox"/> Make this a repeating event.
Workspace	<input type="checkbox"/> Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.

Created at 2/27/2012 11:44 AM by [Cindy Hastings](#)
Last modified at 2/27/2012 11:44 AM by [Cindy Hastings](#)

OK Cancel

**Vermont Agency of Transportation
Program Development Division
Construction Section**

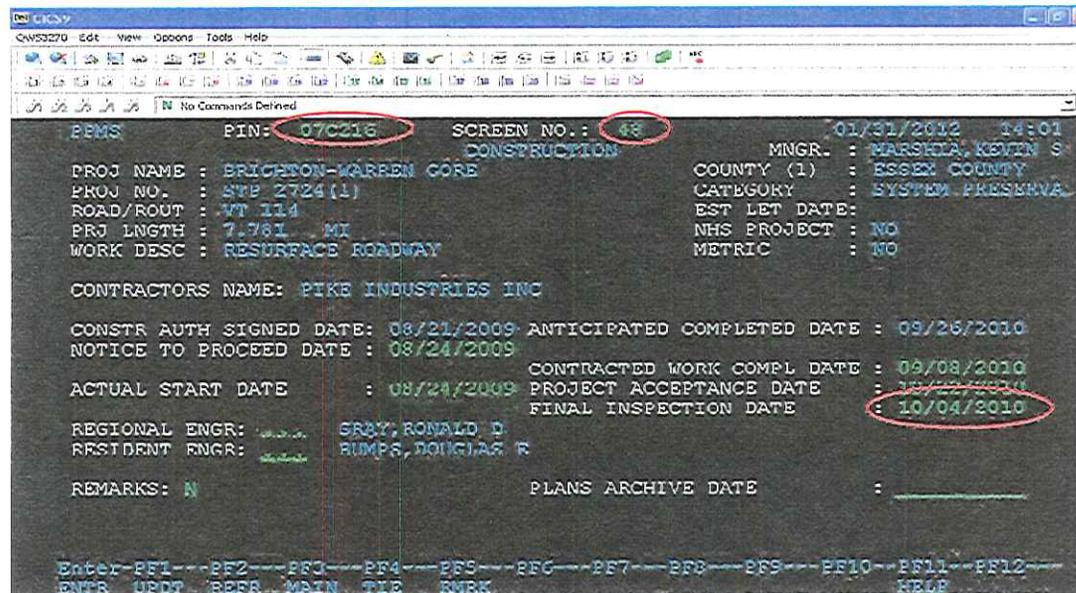
Instructional Sheet: FIP2 – Final Inspection Date in Preconstruction Project Management System (PPMS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to PPMS
2. Type in PIN# (can be found in Construction Tracking System (CTS) on Contract side under the Project tab), the hit tab and type in 48 in the screen field
3. Tab to Final Inspection date field and enter the appropriate date MM/DD/YYYY (this date cannot be entered ahead of time, such as final inspection by memo with comments due in 2 weeks – this program will not allow this date entered until the actual date has arrived)
4. Once you hit the enter key on this screen the program will give you a message in the lower left hand corner to hit F1 to update (basically this will save the information you entered)(As a point of interest if someone accidentally hits F2 it will clear all the fields that had just been entered and kicks the cursor back to the spot for the PIN# to be entered for the next project – should make sure it says Record has been successfully updated)



-Any issues encountered with PPMS, including passwords & logins, should be reported to the Construction Section Computer Technician in Headquarters and Jim Hoffman, with a cc to the Regional Construction Technician (RCT)