

CONSTRUCTION MEMORANDUM 07210.100.37

ISSUED: 05/06/15

TO: All Construction Field Staff and
Holders of Construction Memoranda

FROM: Margaret B. Martin, PE
Deputy Director – Field Operations
Office of Construction



SUBJECT: OMT14 Materials Field Inspection Stamp

SOURCE: Office of Materials Technology

APPROVED BY: Dave Coyne, Deputy Administrator / Chief Engineer - Operations

CONTACT PERSON: Woody Hood, 410-572-5020

PURPOSE:

The purpose of the field inspection stamp is to provide the inspection staff a means to document materials inspection on the project. The stamp is to be used to verify the quantity of the delivered material items to the project, and that the material items have been visually inspected and found to have no damage.

The stamp may be used on source of supply letters, bills of sale, bills of lading, invoices, material certifications, OMT Form 14 s from fabrication plants and OMT stamped certifications, to name a few.

Attachment

cc: Dave Coyne, Deputy Administrator / Chief Engineer - Operations
Steven Marciszewski, Director, Office of Construction
Tim Smith, Director, Office of Materials Technology

Maryland State Highway Administration
Contract No _____ Date: _____
Material for Item# _____ Quantity _____
Visually Inspected by: _____
Meets MDSHA Specification requirements

MARYLAND STATE HIGHWAY ADMINISTRATION
MATERIALS FIELD INSPECTION REPORT

Report Date: _____ Inspection Date: _____

Type of Material: _____

Contract Number: _____ F.A.P. Number: _____

Item No(s): _____ Type of Construction: _____

Quantity Represented: _____ ☐ Batch ☐ Lot ☐ Heat No: _____ Certs Attached: ☐ Yes ☐ No

Material Produced By: _____ Brand/Trade Name: _____

Address: _____

Supplier / Vendor: _____

Address: _____

Site of Inspection: _____

This material [☐ meets ☐ does not meet] specification requirements. ☐ Stamp ☐ Tag No: _____

Inspected by (Print): _____ Signature: _____

Remarks: _____

DESCRIPTION OF INSPECTION

Date received on Project: _____