

Materials Acceptance Documentation Checklist

Have you develop a system (Project Bill of Materials) to track all materials required for each construction item the materials are used in?

- a) Develop a paper system
- b) Develop an electronic system

Approve all materials before use

- a) Obtain the correct paperwork and /or Tests

Log the approved material quantities in the Project Bill of Materials for the correction construction item

- a) Have a tracking system for whatever documentation you have that shows the materials meet specification requires

Electronic recording system is acceptable if they cover all the above checklist items

- **For a General Description of possible material control documentation paperwork**
- **List of websites and helpful materials acceptance**