

APPENDIX F SUGGESTED FORMS

OFFICE OF STRUCTURES METALS ENGINEERING ROUTING TRANSMITTAL For Items Requiring Drawing Approval According to the Steel Construction Manual				
From: _____ Address: _____ City, State, Zip: _____ Date: _____ To: New York State Dept. of Transportation Contract (D)# _____ PIN: _____				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Office of Structures 50 Wolf Rd. POD 4-3 Albany, NY Attn: Paul Rimmer – Metals Engineering </div> <div style="width: 45%;"> Job Description: _____ County: _____ </div> </div>				
We are sending you the following shop drawings for Item No.: _____				
<input type="checkbox"/> Preliminary Review & Approval				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 45%;"> Hard Copy Submission: Two (2) copies Electronic Submission: Files submitted by electronic transfer </div> </div>				
<input type="checkbox"/> Signature Review & Approval				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 45%;"> Hard Copy Submission: One (1) copy Electronic Submission: Files submitted by electronic transfer </div> </div>				
<input type="checkbox"/> Distribution of Signature Approved Shop Drawings				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> _____ <input type="checkbox"/> _____ </div> <div style="width: 45%;"> Hard Copy Submission: One paper print of Signature Approved Shop Drawings Electronic Submission: One paper print of Signature Approved Shop Drawings </div> </div>				
<input type="checkbox"/> Microfilm Aperture Card Submission (Triplicate)				
SHOP ORDER #	DWG#	DESCRIPTION	REVISION #	
Remarks: Contact person and phone no. _____				
Routing Sequence	Date Rec.	Date Ret.	Approval or Action	Approver Name
1) Fabricator				
2) M.O. Struct.				
cc: Regional Construction Engineer EIC Contractor				

Figure F-1 Routing Transmittal

TO:		DATE submitted:	CONTRACTOR RFI NO.	DETAILER RFI NO.
ATTN:		D# NUMBER PIN #	PROJECT NAME: BIN #	COUNTY
	CONTRACTOR:			
	FABRICATOR:	Structure Name, Span or Group of Spans		
	Contractor Address: Phone No. Fax No.	SUBJECT:		
	Fabricator Address: Phone No. Fax No.	REQUEST FOR INFORMATION		
QUESTION:				
POTENTIAL RESOLUTION PROPOSED:				
COPY				
RESPONSE			DATE:	
Respondent's Name				
Phone			E-mail	
COPIES TO:				

Total Pages:

Figure F-2 Request for Information

Page of

Previous Shipments:

Current Shipments:

Total Shipments to Date:

Inspector:

Figure F-3 Progress Report

MATERIAL CERTIFICATIONS SUMMARY FORM

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

P.O.#	Mill/Supplier	Heat or Lot#	Materials Description	Inspector Initial	Date Accepted

Remark:

Figure F-4 Material Certifications Summary Form

ROLLED BEAM-STRINGER HEAT NUMBER RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Piece Mark	Beam Size	Beam Length	Beam Heat #	Cover Plate Heat #	
				Top	Bottom

Remarks:

Figure F-5 Rolled Beam Stringer Heat Number Record

GIRDER HEAT NUMBER RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Piece Mark	Top Flange	Web	Bottom Flange

Remarks:

Figure F-6 Girder Heat Number Record

STRINGER STATUS RECORD

CONTRACT:				PROJECT ID. NO.:					
STRUCTURE:				COUNTY:					
FAB. SHOP:				SHOP ORDER NO:					
REPORTED BY:				SHOP DWG. NO:					
Piece Mark									
Approved Drawing									
Welders Qualifications									
Approved Weld Procedure									
Mill Certs									
	Init.	Date	Init.	Date	Init.	Date	Init.	Date	Init.
Heat Camber									
Cover Plate Fit T/B									
Cover Plate Welded T/B									
Weld Dimensions Checked									
NDT	Radiography								
	Mag. Particle								
	Ultrasonic								
	Length Check								
	Web Flatness								
	Flange Tilt								
	Camber Check								
	Sweep Check								
	Blast Clean								
	Pick Up Repairs								
Paint	1 st Coat								
	2 nd Coat								
	3 rd Coat								
	Final Approval								
	Shipment								
	Weight (lb.)								

Figure F-7 Stringer Status Record

GIRDER STATUS RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Piece Mark										
Approved Drawing										
Welders Qualifications										
Approved Weld Procedure										
Mill Certs										
	Init.	Date	Init.	Date	Init.	Date	Init.	Date	Init.	Date
Top Flange Cut										
Top Flange Welded										
Top Flange RT										
Bottom Flange Cut										
Bottom Flange Welded										
Bottom Flange RT										
Web Cut										
Web Welded										
Web RT										
Web to Flange Fit										
Web to Flange Welded										
Stiffeners Fit										
Stiffeners Welded										
Fit Others										
Weld Others										
Weld Dimension Checked										
Bearing Area Flatness										
NDT Mag. Particle										
Ultrasonic										
Length Check										
Web Flatness										
Flange Tilt										
Camber Check										
Sweep Check										
Blast Clean										
Pick Up Repairs										
1 st Coat										
2 nd Coat										
3 rd Coat										
Final Approval										
Shipment										
Weight (lb.)										

Figure F-8 Girder Status Record

CAMBER REPORT

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

MEASUREMENT LOCATION AND IDENTIFICATION SKETCH:

Camber										
Req.										
Act.										
+ or -										

Camber										
Req.										
Act.										
+ or -										

Camber										
Req.										
Act.										
+ or -										

Camber										
Req.										
Act.										
+ or -										

Figure F-9 Camber Report

SWEEP REPORT

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Top Flange

Distance From Left	Required Sweep	Sweep Before Heat Correction	Final Sweep	Heat Location (from left)

Bottom Flange

Distance From Left	Required Sweep	Sweep Before Heat Correction	Final Sweep	Heat Location (from left)

Figure F-10 Sweep Report

NDT INSPECTION RECORD

CONTRACT:				PROJECT ID. NO.:		
STRUCTURE:				COUNTY:		
FAB. SHOP:				SHOP ORDER NO:		
REPORTED BY:				SHOP DWG. NO:		
Date	Piece Mark	NDT Type	OBSERVATIONS	Accepted	ASNT Operators	Witnessed By

Figure F-11 NDT Inspection Record

QUALITY CONTROL REPAIR SUMMARY

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

QCRN	Date	Piece Mark	Location/Type of Defect	Date Submitted	Date Proc. Approved	Date Rep.	MT ACC.	UT ACC.	PT ACC.	RT ACC.	Final ACC.

Remarks:

Figure F-12 Quality Control Repair Summary

SIGN STRUCTURE AND POLE STATUS RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Item Type Piece Mark Approved Dwg. Welders Qualifications Approved WPS Mill Certs Cutting Drilling Welding Complete Weld Dimensions Checked Dye Penetrant Magnetic Particle Radiographic Ultrasonic Galvanizing Storage Final Approval Shipping Weight (lb.)	Item										
	Type										
	Piece Mark										
	Approved Dwg.										
		Init.	Date	Init.	Date	Init.	Date	Init.	Date	Init.	Date
	Welders										
	Qualifications										
	Approved WPS										
	Mill Certs										
	Cutting										
	Drilling										
	Welding Complete										
	Weld Dimensions										
	Checked										
	Dye										
	Penetrant										
	Magnetic										
	Particle										
	Radiographic										
	Ultrasonic										
Galvanizing											
Storage											
Final Approval											
Shipping											
Weight (lb.)											

Remarks:

Figure F-13 Sign Structure and Pole Status Record

SECONDARY AND MISCELLANEOUS ITEMS STATUS RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

Item								
Type								
Piece Mark								
Quantity								
Approved Drawing								
	Init.	Date	Init.	Date	Init.	Date	Init.	Date
Mill Certs								
Material Cut								
Holes Drilled								
Assembly/Weld Complete								
Blast Clean								
Paint/Galvanizing Complete								
Final Check								
Shipping								
Weight (lb.)								

Remarks:

Figure F-14 Secondary and Miscellaneous Status Record

EXPANSION JOINT STATUS RECORD

CONTRACT:	PROJECT ID. NO.:
STRUCTURE:	COUNTY:
FAB. SHOP:	SHOP ORDER NO:
REPORTED BY:	SHOP DWG. NO:

		Type									
		Piece Mark									
		Approved Dwgs.									
		Init.	Date	Init.	Date	Init.	Date	Init.	Date	Init.	Date
Welders Quals.											
Approved WPS.											
Mill Certs											
Cutting	Angles										
	Divisor										
	Pedestals										
	Curb Parapet										
Welding Complete											
Stud Welding Complete											
Bend Test											
Dimension Check	Length										
	Elevation										
	Lug Depth										
	Pedestals										
	Contours										
Seal	Certs										
	(Car Seal #)										
	Sample										
	Approved										
Blast Clean											
Installation of Seal											
Depth of Seal											
Joint Opening											
Cleaning of Seal											
Final Approval											
Shipping											
Weight (lb.)											

Figure F-15 Expansion Joint Status Record