

**COLORADO DEPARTMENT OF TRANSPORTATION
CP 16, WEEKLY MEETING AGENDA**

The purpose of weekly meetings is to ensure that an adequate job is being performed. If there are any issues, they need to be addressed. This shall be used for Consultants and may be used when CDOT is performing the testing.

Region:	Residency:	
CDOT		Date
Project No.:		
Proj. Location:		

Attendance:

Name	Company	Phone
1)		
2)		
3)		
4)		
5)		

1) Test result distribution

Is everyone receiving their test results?	Yes	No
Are there any issues?		

2) Special reports

Are test results for tests that take over 1 day being distributed timely?

3) Paperwork and documentation (Is the paperwork and documentation up to date for:)

Acceptance testing:
IATs:
COCs and CTRs (Obtained for the files):

4) Procedural review

Are there any questions about the procedures being used?
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5) Protocol for failing tests

Have there been any failing tests?	Yes	No
If so, what actions have been taken?		

6) Head tester commitments

Has the head tester provided the necessary assistance?
Has the consultant requested assistance in areas not required?

7) Protocol for switching consultant materials testers

Has the consultant materials tester been switched?
If so, how was the switch handled?

8) Equipment changes

Has the same equipment been used throughout the project?	Yes	No
If equipment was changed, was it properly correlated or calibrated?		

9) Check testing

Is the check testing program complete?		
Is the check testing program up to date?	Yes	No

10) Independent Assurance Tests

Have the Independent Assurance tests been scheduled?
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11) Miscellaneous

Are other pre-testing meeting checklist items complete?
