

DIVISION OF LOCAL ASSISTANCE



CONSTRUCTION OVERSIGHT INFORMATION NOTICE



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Welcome to COIN!

This is the third issue of a new Caltrans Local Assistance Program publication — the Construction Oversight Information Notice, or “COIN” for short. These short, single-topic bulletins are intended to provide outreach information and guidance to local agencies on issues pertaining to the construction of Federal-aid projects. They will cover a wide variety of subjects, including discussions of findings resulting from process reviews by Caltrans and/or FHWA, changes in procedures or regulations, reminders of existing procedures or best practices, and other timely information. The goal is to ensure proper and timely delivery of Federal-aid projects.

Our Topic: QUALITY ASSURANCE PROGRAM (QAP)

The issue: Local agencies must have a Quality Assurance Program (QAP) prior to receiving their “Construction Authorization” for a Federal-aid project. Recently it was found that some local agencies do not have a QAP or that their QAP needed to be updated (over 5 years old). Early in 2009, Caltrans issued a “Quality Assurance Program Manual” for use by local agencies that provides quality assurance guidelines for the testing of materials used in local agency federal-aid projects off the State Highway System. For those local agencies that don’t have a QAP, or need to update the one they have, an example of a local agency QAP has been included in “Appendix Y” of the QAP Manual for local agencies to follow or use. All local agencies should use a QAP for their transportation projects, regardless of whether the project has federal-aid funds or only local agency funds. A QAP ensures that the materials and the associated workmanship incorporated into a project are in conformance with the contract specifications.

Good news, local agencies with federal-aid projects off the NHS that need to have their own (or their consultant’s) materials laboratory, samplers, and/or testers certified in California Test Methods can by contacting Caltrans METS (Material Engineering Testing Service). METS has also been tasked to review and assist local agencies with their QAPs. METS contact and other information is contained in Division of Local Assistance Office Bulletin #09-02 “Independent Assurance Services”. Office Bulletin #09-02 and the “Quality Assurance Program Manual” are available to view and download at:

<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>

The Construction Oversight Information Notice (COIN) is prepared by Caltrans, Division of Local Assistance, Office of Procedures Development and Training. Comments or suggestions should be directed to the COIN Editor: david.saia@dot.ca.gov.