## (17)Inspector 11/10/05 Internal Material Release Procedures applies Inspection Blue Tag # complete by QA lot #, and inspector. Material shipped blue circle to a Green Inspector Tag and generates TL-SMR determines a materials engineering decision affixes to 6011 and NCR has already been made concerning this specific material resolution non-compliance on this contract. SMR issues (Note 7) inspector a new sequential Blue Tag # (15)SMR (16) Inspector Inspection If applicable, provides Contractor complete by QA SMR generates SMR SMR notifies SMR Blue Tag # inspector. RE/SR report (Note 3) and Contractor report and problem or and lot # to Material shipped concurs prepares transmittal proposal is issues satisfactorily a Blue Tag to iobsite. memo for Branch acceptable (Note 4) Blue Tag and affixes completes Inspector Senior signature **SMR** and may # to Inspector proposal to material generates TL-(4) SMR researches proceed inspector NCR is SMR determines (Note 7) determines (21) 6014. NCR SMR (Note 7) issue (Note 2), acceptance material or generated if a proposal from resoultion, and RE/SR Lead determines determines workmanship i and contractor is forwards to Lead disagrees an NCR Inspector materials SMR generates SMR **NOT IN** concurs forwarded necessary to SMR prepares letter with SMR Inspector concurs should be engineering report (Note 3) and **COMPLIANCE** IAW make and notifies Contractor generates NCR generated technical prepares transmittal **OSMPP** with contract recommendation material is rejected resolution and recommendation memo for Branch documents (Note 5) forwards to Lead RE/SR Senior signature concurs SMR discusses Inspection complete by Contractor Inspector applies RE/SR provides QA inspector. Material issue and intended SMR provides METS Blue Tag # and lot (27) approach (Note 1) SMR with written shipped to jobsite. with proposal to RE/SR # to a Blue Tag with Construction SMR generates SMR documentation prior Inspector generates TL rejection correct problem and affixes to disagrees report (Note 3) and to shipment 6014, NCR resoultion, with SMR and material (Note 7) prepares transmittal and forwards to Lead. wants to accept memo for Branch METS material 33 SMR prepares letter for BS signature Senior signature SMR prepares No response within 90 (Note 4) inspectors days, or material is that documents situation and informs draft letter for conduct shipped, or incorporated Construction that NCR will be closed; Construction to inspection Verbal Communication with into the work Inspector generates NCR Resolution Prime Contractor of material Construction Staff that requests (Note 9) Contractor to submit proposa Blue Tag Notes: to correct 1) SMR generates draft letter for Construction with Branch Senior signature that requests a response from problem (Note 1) the Contractor. SMR will utilize one of three options when requesting the Contractor submit a proposal to -Contractor's proposal will bring material into conformance with contract requirements a) inform Prime Contractor of NCR and request response by a specific date b) inform Prime Contractor that material will be rejected if a response is not received by a specified date (typically two weeks) Inspection complete by QA c) inform Prime Contractor that the material is rejected until a satisfactory proposal is received inspector. METS is complete 2) Issues will require varying degrees of research. SMR will always discuss issue with RE and SR. If design **Orange Tag** with its inspections and input is required. SMR will consult with the Engineer who stamped the drawings. If further discussions are transfers authority to (TL -0624) needed with a consultant designer, the SMR will contact the oversight engineer for approval. Other construction staff. Inspector resources at the SMR's disposal include design technical committees, specialists, and internal resources. generates TL-29. SMR has sole responsibility for decision and should not attempt to transfer responsibility to others. 3) SMR should document all conversations in the SMR report and justify materials engineering technical recommendation. SMR will also address if a contract change order or administrative reduction is Material or Material requires additional workmanship Material tagged 4) Contract Change Orders (CCOs) or administrative reductions may need to be prepared by Construction COMPLIES **Green Tag** METS inspection; TL-6011 for shipment with contract generated 5) SMR generates draft letter for Construction with Branch Senior signature that informs Contractor that specifications material is rejected. If proposal from Contractor received, letter should indicate proposal to correct problem Inspector follows up to Material is not inspected for a specific job; Inspector verify contractor's 6) Only material that conforms to contract requirements can be green tagged for stock material **Green Tag** 7) The Blue Tag # is in the following format: XX-001, where the first 2-digits represents a unique number tags material as "Stock"; company provides inspector accounting procedures issued to each METS engineer and the final three numbers represent a sequential number corresponding to with accounting procedures to ensure material is not have all tagged "Stock" (Note 6) shipped to non-Caltrans jobs; TL-6012 generated material being shipped to each SMR recommendation. 9) NCR's issued at the jobsite or on material located at the jobsite are not eligible for a blue tag. SMRs will Caltrans jobs continue to work with the RE/SR to resolve these issues. Color Legend: Blue Tag Process: Material Non-conforming Material Inspection Construction accepts material Orange Tag Process; Material Green Tag Process; Material conforms to contract suitable for intended purpose Process: Material is rejected against METS recommendation conforms to contract requirements requirements or is suitable for intended purpose