



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Inspection and Testing Log. The Inspection and Testing Log is used to track all inspections and tests on a project. The Inspection and Testing Log tracks all inspections, the location of each inspection, critical dates, the inspecting party, location section, and the status of the inspection. Metra's Project Manager/Construction Manager will verify all inspections and tests and their statuses to ensure compliance.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Inspection and Testing Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all inspections and tests on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Inspection and Testing Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the Third Party Contractor name.
Note 6	Enter the Metra Project Manager/Construction Manager name.
Note 7	Enter either 'Inspection' or 'Test'.
Note 8	Enter the date the inspection or test was performed.
Note 9	Enter the location of the inspection or test.
Note 10	Enter the name of the individual performing the inspection or test. If an independent testing agency is performing the work, enter a company abbreviation for them.
Note 11	Enter the description for the inspection or test.
Note 12	Enter the specification section applicable for the inspection or test.
Note 13	Enter the results of the inspection or test (Pass or Fail).
Note 14	Enter any comments in this column. If the inspection or test fails, a brief description should be included in this column. Enter N/A if there are no comments.

