



South Carolina  
Department of Transportation

## MEMORANDUM

**TO:** District Engineering Administrators  
District Construction Engineers

**FROM:** Robert E. Isgett III, P.E., Director of Construction

**DATE:** September 22, 2022

**RE:** Revision to Section 401.2.11 of the 2004 Construction Manual

Please see attached to this memorandum the updated Construction Manual section 401.2.11 QC/QA Program Documentation Requirements.

Thank you for your assistance ensuring project documentation is in compliance with this updated guidance.

REI:pkm  
Attachment

ec: Andrew T. Leaphart, P.E., Chief Engineer for Operations  
Merrill Zwanka, P.E., Materials and Research Engineer  
Clay Richter, P.E., State Construction Engineer  
Merritt Vann, Quality Program Manager

File:Con/Construction Manual/2004 Updates



**401.2.11 QC / QA Program Documentation Requirements**

The Asphalt Mix QC Manager will ensure that all quality control and acceptance inspections and test results are recorded and maintained daily on the appropriate SCDOT Construction Forms, including all observations, records of inspection, mixture adjustments and corrective actions. The Asphalt Mix QC Manager will submit this documentation to the District Asphalt Manager, Asphalt Materials Engineer, Asphalt Mixture Verification Manager, or Resident Construction Engineer, as appropriate, within the time frame(s) specified by the applicable Supplemental Technical Specification for Asphalt Mixture Quality Acceptance. The District Asphalt Manager, upon receipt of the LOT pay factor worksheet and needed documentation, shall review, approve or return for correction, and permanently incorporate submitted documents into the project records using ProjectWise Explorer within three (3) business days. The District Asphalt Manager, Asphalt Materials Engineer, Asphalt Mixture Verification Manager, or Resident Construction Engineer will provide the Asphalt Mix QC Manager with reproducible or printable copies of the appropriate SCDOT Construction Forms. During prosecution of the work, verify that these records are being properly maintained and review the documents, as needed, to ensure compliance. All SCDOT personnel are required to maintain thorough and accurate project records in the Daily Work Report and appropriate SCDOT Construction Forms.