

**CALTRANS**  
**OFFICE OF QUALITY ASSURANCE AND SOURCE INSPECTION**  
**5900 FOLSOM BLVD**  
**SACRAMENTO, CA 95819**  
**PHONE: (916) 227-7258**  
**EMAIL ADDRESS: SAC.mets.request@dot.ca.gov**

SCHEDULED DATE: \_\_\_\_\_ INSPECTOR ASSIGNED: \_\_\_\_\_

OR  MATERIAL WILL NOT BE INSPECTED AT THE SOURCE AT THIS TIME

CONFIRMED BY: \_\_\_\_\_ This section is for METS LAB use only

**INSPECTION REQUEST**

NUMBER OF PAGES INCLUDING COVER PAGE: ( ..... )

**CONTRACT NO:** \_\_\_\_\_ **INSPECTION DATE REQUESTED:** \_\_\_\_\_  
 (EA – XX-XXXXXX) *Requests must be received at least 3 business days prior to the inspection date requested. A notice of at least 5 business days is required at locations outside the State of California but within the U.S. Submit an inspection request form 50 days before the planned production start for a material source outside the United States. Notify the Engineer at least 20 days before the actual start. A notice of at least 7 days is required before performing any procedure qualification tests. A notice of at least 10 days is required before performing any welding of Class N steel pipe piles.*

**MATERIALS OR ACTIVITIES TO BE INSPECTED:**

BID ITEM #	ITEM CODE*	MATERIAL DESCRIPTION	QUANTITY TO BE INSPECTED

\* 6-digit code can be found at the beginning of each contract's special provisions

**WELDING:**  SHOP  FIELD  PROCEDURE/QUALIFICATION TEST  CONCRETE  
 OTHER \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
**PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_ **FAX:** ( \_\_\_\_\_ ) \_\_\_\_\_  
**ADDRESS / CITY / ZIP CODE:** \_\_\_\_\_  
**PERSON REQUESTING INSPECTION:** \_\_\_\_\_  
**PERSON TO CONTACT ON SITE:** \_\_\_\_\_ **PHONE:** ( \_\_\_\_\_ ) \_\_\_\_\_

Note: Inspection will only be done at the location where the material is located. All appropriate documents should be readily available for our inspector to verify. Be aware that any other material not listed on the inspection form will not be inspected without prior confirmation. We expect to be able to confirm your inspection date on the next business day following receipt of this form. Please notify this office of all changes to your schedule at least 24 hours prior to the scheduled inspection date. Incomplete or incorrectly filled out forms will delay the inspection process. Be advised that due to the unpredictable nature of inspections, OQASI staff will not schedule appointments for a specific time of day. Inspections of material in production may occur at any time. Please remember to provide safe access to all material requiring inspection. This form can be downloaded off the web at:  
<http://www.dot.ca.gov/mets/inspection-request/>