

## Foreword

This is the first edition of the Quality Control Compliance Specialists (QCCS) handbook.

Interested persons may contact the ODOT Contractor Plans Unit, by telephone, mail, or via their section of the ODOT website, to obtain copies of this Manual or other ODOT Manuals or publications.

This Handbook provides guidelines and references to the ODOT QCCS or contracting representative performing the role of the QCCS. The document defines the duties, responsibilities, requirements and paper-work management as outlined under the ODOT system.

When a local agency or a consultant administers an ODOT contract, the term “Project Manager” shall generally refer to that local agency or consultant, except for delegated authorities. Also, the term “contracting entity or representative” as referenced in the document refers to a local agency or consultant administrator. ODOT will assign a liaison to provide guidance and assistance and to provide a link to the ODOT Region.

The Project Manager and project staff must be familiar with all applicable requirements of the Oregon Standard Specifications, which this Manual references, and the contract for each of their projects. They must also be familiar with other Manuals, technical reference manuals, or instructions that apply to other portions of their work not covered in this Manual.

Any errors or omissions in this Manual do not relieve the Project Manager from being responsible for following contract requirements.

ODOT’s Construction and Administration Section, under the State Construction & Materials Engineer, published this Manual and welcomes any comments and suggestions for revisions, corrections, or additions.

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