



# STRUCTURAL MATERIAL TRANSFER FORM

(Instructions on Page 2)

To: PENNDOT INSPECTOR AND/OR RECEIVING COMPANY	
Date:	
Transferred To:	<i>Company Name:</i>
Transferred From:	<i>Company Name:</i>
	<i>Inspector's Name:</i>
	<i>Inspector's Signature:</i>
	<i>Inspection Agency:</i>
	<i>Phone #:</i>
Number of attached pages:	<b>Attach copies of bill of lading (shipping form) for all pieces.</b>

1. **Project Information**

ECMS Number:

SYS	SR	SPUR	PHA	SECT	ORGN.	ALLOT	COST FUNC	STRUCTURE #	COUNTY
							9415		

2. **Material description**

See attached

Or list here:

3. **Material Transfer Reason**

(Check one or more)      Facility & Location

- Galvanizing
- Painting
- Machining
- Storage
- Other

4. **List any outstanding deviations or deficiencies which would prevent the material from being accepted at the time of transfer.** Include Quality Report number(s), if applicable.

QR Number(s):

Description of deviations:



## INSTRUCTIONS FOR STRUCTURAL MATERIAL TRANSFER FORM

This form should be filled and signed by the inspector working at the fabrication shop when fabricated material is transferred to another shop or facility for additional work.

### Header

1. Enter 'Date' Material (s) shipped.
2. Enter the 'Company Name' the material is being shipped to.
3. Print your name and sign the form.
4. Enter your 'Inspection Agency' name and provide a phone number which you can be reached in the event another inspector has questions or requires additional information, and your Fax number if available.
5. Attach copies of bill of lading (shipping form) for all pieces and any other documents and forms required and enter the number of pages you attached to this form.
6. Enter the 'Company Name' where the material is currently at and being shipped 'from'.
7. Enter the Company's fax number and number of pages attached to the form.

### Section 1

8. Enter the 'ECMS No.' and the 'State Project Number' use the information supplied by EQMS.

### Section 2

9. Briefly describe the material (s) being transferred.

### Section 3

10. Identify the subsequent operation (s) to be performed for which the material is being transferred.

### Section 4

11. List any outstanding deviations or deficiencies the inspector and/or company receiving the information should be aware of. Reference and list Quality reports, when applicable.