



DATE: 4/18/2018

TO: Contractors and Construction Field Staff

FROM: Richard Marz, P.E.
Chief Structures Maintenance Engineer Bureau of Structures

SUBJECT: Technical Memorandum
Field Welding Process

GUIDELINES: This memorandum describes the Wisconsin Department of Transportation's (WisDOT) revised Field Welding Process. **Effective May 2018 and forward**

Field Welding Process

The Field Welding Process will be comprised of two **REQUIRED** components:

1. Contractor's Field Welding Plan
2. Field Welding Inspection Checklist

1) DT2337 Contractor's Field Welding Plan

- The Contractor's Field Welding Plan will be submitted to the Bureau of Structures for review and acceptance on a yearly basis.
- Acceptance of the field welding plan will be based on the welding procedure specifications (WPS), welder qualifications and the on-site Contractor Inspector qualifications.
- Welding shall begin only when the Contractor has received the stamped 'Accepted', copy of the Contractor's Field Welding Plan.
- Initial submittal of this form for the **2018 construction season** shall be to the following email address- DOTDLStructuresFabrication@dot.wi.gov.
- Forms will be valid for 1 year (February 1 to January 31). Updates may be made to the current form if needed due to staffing changes.
- At a future date, submission of this form will be migrated to the SharePoint WisDOT Field Welding "Drop Off" Library.

2) **DT2320 Field Welding Inspection Checklist**

- Complete DT2320 Inspection Checklist for each project and each day of field welding.
- Contractor's designated welding inspector and construction project engineer shall sign and date DT2320.
- Completed DT2320 forms to be submitted to the SharePoint WisDOT Field Welding "Drop Off" Library. To request access to the Field Welding "Drop Off" Library, please contact DOTDLStructuresFabrication@dot.wi.gov.

The Field Welding Process forms may be obtained from the Bureau of Structures Fabrication & Quality Assurance Construction Resources page:

<http://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-cnstr.aspx>

QUESTIONS:

For information on the technical contents of this memorandum and attached forms, please contact Richard Marz at (608)-266-8195 or Kristin Revello at (608)-266-5090.