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://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsces/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.