

Certification of Conservation Practice Completion**1. Project Information**

Project Name & Location:		Assisting Field Office:	
Customer/Contract Name & Address:		Program Authority:	
		Contract # :	
Job Class	Design Approval Record		
	Approved by:	Title:	Date:

2. Construction Completion Information

Construction Contractor(s) Name & Address:						Date Construction Completed:	
CIN #	Field #	Practice Code	Practice/Component Description	As-Built Quantity	Units	Final Checkout Completed by	Checkout Date

3. Project/Practice Completion Certification

*To the best of my knowledge, information and belief the practices/project components listed above have been completed in compliance with the approved plans and specifications, except as described in Section 4 – Remaining Work. **Are there any exceptions?***

☐ **None.** ☐ **Yes,** certification is contingent upon completing the remaining work described on page 2.

Name & Address of Firm / Agency Making Certification:

TSP Date Signed:

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Signature:

Name & Title of Certifying Individual:

(Affix the Professional Engineer's Seal when applicable)

Certification of Conservation Practice Completion (continued)

Project Name	Date Certified
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4. Remaining Work

Project certification was made contingent upon completing the following items:

CIN #	Description of Work to be Completed	Date Completed

I confirm the remaining work described above has been completed.

Printed Name & Title:

Signature & Date:

CO-ENG-12 INSTRUCTIONS

Section 1. Project Information

Project Name & Location: Enter the project name, generally the same name used on the cover sheet of the construction plans or Farm Bill contract. Enter enough location description to link this certification to the construction plans.

Field Office: Enter the name of the NRCS Field Office helping this customer.

Customer/Contract Name & Address: Enter the Customer/Entity name and address as it is shown on the conservation plan, program contract, project agreement, or construction plans.

Program Authority: Enter program authorizing NRCS assistance, e.g., "CTA", "EQIP", "CSP", etc.

Contract Number: If applicable, enter the project's contract number or project agreement number.

Eng Job Class: Enter/Select the project's engineering job class. Generally this should be found on the cover sheet of the construction plans or in the project folder.

Design / Construction Plans & Specifications Approval Record. Enter the name and title of the person approving the construction plans, and the date the plans were approved. This information should be available in the title block on the cover sheet of the construction plans.

Section 2. Construction Completion Information

CIN # & Field #. As applicable, enter the contract item number (CIN) and field number from the contract or plan.

Practice Code & Practice/Component Description. Enter the conservation practice standard code for each component being certified with the same practice or component name/description used on the construction plans.

As-Built Quantity & Units. Enter the measured or computed quantity for each project component installed. When the contract quantity is calculated from field measurements, such as converting lineal feet of pipe to a weight, include the computations in the project folder.

Final Checkout Record. Enter the name of the person who performed the on-site project checkout survey, and the date the final check was made. Technical Service Providers may attach form CO-ECS-16, TSP Certification of Services Provided" to this form.

Section 3. Project/Practice Completion Certification

Exceptions: If a project/practice certification is contingent upon completing some minor amount of remaining work, mark the "yes" box and describe the remaining work to be completed in Section 4 on page 2. If there are no exceptions, check the "None" box; there's no need to include page 2 in the project records.

Name & Address of Firm or Agency: Identify the entity employing the person performing the certification, such as "NRCS, Princeton Field Office", or "Acme Engineers, TSP, Foxfield, CO".

Name, title & signature of Certifying Individual. Type or print the name and title of the person who is certifying the practices were completed according to the plans and specs. That person will add a written or electronic signature and the date signed. Professional Engineer's that are not TSPs may place there Seal in the signature box and sign and date over the top of it.

Section 4. Remaining Work.

If there was some work remaining at the time of the final inspection and checkout, describe that work in the table provided. After the remaining work has been completed, record the date it was finished and the name, title and signature of the person who did the follow up inspection.

Policy References

[GM 450 Part 407](#) - Documentation, Certification, and Spot Checking

[National Engineering Manual, Subpart 501.4](#), Engineering Job Approval Authority

[National Engineering Manual, 505.B.1](#) –"Non-NRCS Engineering Services" & [505.10 Technical Service Providers](#) (TSPs)