

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-1-40
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 1
Subject: S.O.P. INSPECTOR'S DAILY REPORT			Distribution A, B, C, D, E
EFFECTIVE  July 1, 2005	ISSUED  July 1, 2005	SUPERSEDES Page 1 of 1  S.O.P. NO. SA II-1-40  EFFECTIVE: July 1, 1999	APPROVED  J. Brooks Miller, Sr.  STATE AID ENGINEER

**PURPOSE:** To State Policies and Procedures for Preparing an Inspector's Daily Report.

1. GENERAL:

Engineering personnel performing various inspection activities on a project should submit daily reports covering the phase(s) of inspection to which they are assigned. This report should contain pertinent information, most of which will be transferred to the project diary and become a permanent historical record of the project. It is the means by which the County Engineer and his office staff can be informed of the Contractor's activities and approximate quantities of work accomplished each day. The report may also serve as a source of approximate quantities for progress payments to the Contractor.

2. REPORT FORM:

Although it is recognized that each County Engineer may develop his own type report, the portion of the report pertaining to Contractor's operations should contain as a minimum the following information:

- 2.1. Type(s) of work inspected.
- 2.2. Location of work by stations or in the case of structures, the component on which the work is performed..
- 2.3. The daily quantities of pay items which can be reasonably estimated and are not covered by other daily reports. These would be items such as cubic yards of granular material, feet of pipe culverts, etc.
- 2.4. Arrival and/or departure of major pieces of equipment with a periodic relisting of all equipment used in the operation.
- 2.5. Contractor's labor force.
- 2.6. Specific instruction given to Contractor's Superintendent or Foreman and response to instructions.
- 2.7. Visits to the project by State Aid personnel, supervisors, adjacent property owners, or any other parties having an interest in the project.
- 2.8. Any condition(s) detrimental to the safe maintenance of traffic. This could be, but is not limited to, improper maintenance of the travelway, inadequate signing or other warning devices, insufficient number of or incompetent flagmen, etc.

On the reverse side of the form, list the names and duties of all personnel under the direct supervision of the inspector who is preparing the report. Time of personnel is to be reported to the whole hour and should be separated by project if more than one is being supervised.