

Chapter: **17 – INSPECTION PROCEDURES**

Procedure: **17.5 – INSPECTION REPORTS**

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PURPOSE

The Daily Detailed Inspection Report is used by inspectors to document project progress and record the construction activities in the exact sequence that they take place. Preparation of a written weekly summary Inspection Report is necessary to have complete documentation of the project progress. The purpose of this procedure is to establish guidelines for these processes.

REFERENCES

N/A

RESPONSIBILITIES

Lead Inspector (LI): The LI prepares the Daily Detailed Inspection Report and maintains the Inspector’s personal diary. The LI shall summarize the main construction activities and other related information for the week on a Construction Inspector’s Weekly Summary Report.

Principal Inspector (PI): On most large projects, especially those requiring more than one Inspector, the PI in charge will keep a Daily Detailed Inspection Report compiled from the daily reports of the Inspectors assigned to the project. He will use this “Job Log” to record all project activity.

ATTACHMENT

17.5-1 Daily Detailed Inspection Report Form

17.5-2 Construction Inspector’s Weekly Summary Report Form

PROCEDURE

The LI will keep a Daily Detailed Inspection Report, which is commonly referred to as the “Job Log.” It is a continuing report to adequately record each

day's progress and activities. Each day's report begins on the line following the previous day's report and each page is numbered consecutively.

Each daily entry should be brief, but at the same time be complete, clear and factual, and include all work accomplished by the Contractor as well as pertinent related information. In other words, the Inspector should think "who did what, where, when, how and how much." Entries shall be made daily to avoid errors or omissions, and include the number of hours charged against the job and the Inspector's legible signature. Abbreviations are acceptable as long as their meanings are not confusing and have a common acceptance. The report must describe the work performed, manpower and equipment used, subcontractors, weather conditions, various instructions given or received, unsatisfactory conditions, delays encountered, other problems and any additional requirements established by the PI or the CM.

Various phases of work shall be separated by an underlined subtitle, followed by a paragraph describing the amount and kind of work performed. The reports shall be signed by the Inspector and filed chronologically. These records shall be available to the PM/CM.

Daily Job Reporting Checklist

The following is a general checklist of entry items applicable to all jobs, when completing the Construction Inspector's Daily Report or the "Job Log."

1. All entries shall be printed in black ink or typed.
2. The first report in any series should begin with the job title; job number; Contractor's (and Subcontractor's on first working day) name, address and phone number; and the Superintendent or Foreman's name and job office phone number.
3. Be brief, but include all work, activities, and related information.
4. Entries shall be clear, accurate, and legible.
5. Total regular Inspection hours worked and signature for each daily entry.
6. Overtime hours shall be noted by the initials "OT" after the number of hours.
7. Entries shall be made the same day the work is performed, to avoid errors or omissions.
8. For each daily entry, include the pre-printed number of any Job Memorandum or Notice of Non-Compliance issued on the job and underline in red.

9. If work being performed is Change Order work, record the Change Order number and description of the work as part of the entry on the job report.
10. Record any verbal instructions or authority from the PM or CM on the Job Report on the day received, including the Engineer's name.
11. All job-related incidents must be noted on the Job Report, such as personnel and equipment working, traffic accidents, damage to existing improvements or utilities, injuries, etc. Report only "facts" that the Inspector is aware of. Do not report hearsay as a fact.
12. Job progress must be reported in terms of quantity, distances, stations and weight, as appropriate and applicable. Reporting must account for all Bid item quantities, including when, where, and what was constructed by exact limits so as to establish an accurate audit trail.
13. Mention important visitors to the project and the nature of their business.

Other Significant Items to be reported (for all types of construction), where appropriate are noted below.

1. Factors adversely affecting progress of the work, such as delay in utility work completion, delivery of materials and equipment, unforeseen conditions, strikes, plan changes, poor Contractor management, severe weather and resulting soil conditions, etc.
2. Unsatisfactory work performed by the Contractor and corrective actions proposed or taken.
3. Conditions that may require changes or extra work, or generate controversy or claims. The proposed methods of handling the situations should be described. Any indications by the Contractor of his intention to file a claim should be reported along with pertinent job reports.
4. Unusual or difficult engineering, construction or traffic problems involved and their solution.
5. Unusual conditions regarding safety. Precautionary measures taken with respect to protecting construction workers, the traveling public, and abutting property from injury or damage as a result of the construction operations.
6. Right-of-way, public utility, and public transportation problems.
7. Quality of the work produced.
8. Provisions for movement of traffic, access to property detours and signing.

9. Causes of retarded progress and delays, contract time, percent of work completed and time extensions granted.
10. Unusual material and equipment brought or removed from the project site when this is considered a significant effect in maintaining satisfactory progress.
11. Documentation of actions taken and justification thereof.
12. Field sampling, testing and laboratory test results, particularly failures and resolution.
13. Developments regarding problems or undesirable conditions discussed in one inspection report should be followed up in a subsequent report indicating final solution or disposition.
14. When shutdown periods occur, the dates and time of suspension and resumption of work must be included in the project records.
15. Observations and conclusions concerning the overall review of construction operations with particular emphasis on the actual construction features.

RELATED PROCEDURE

Procedure 17.4 – Inspection Documentation