


General Construction Inspector Training
Inspector Quality Assurance Program



Daily Reports

1

General Construction Inspector Training
Inspector Quality Assurance Program




Topics to Cover

- General Daily Progress Reports
 - What should be documented
 - Why they are important
 - Public Record implications
- Accident Investigation and Reporting
 - What to do, and why

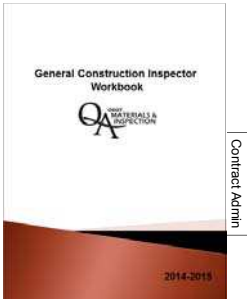
Construction Manual, Chapter 12A

2

General Construction Inspector Training
Inspector Quality Assurance Program



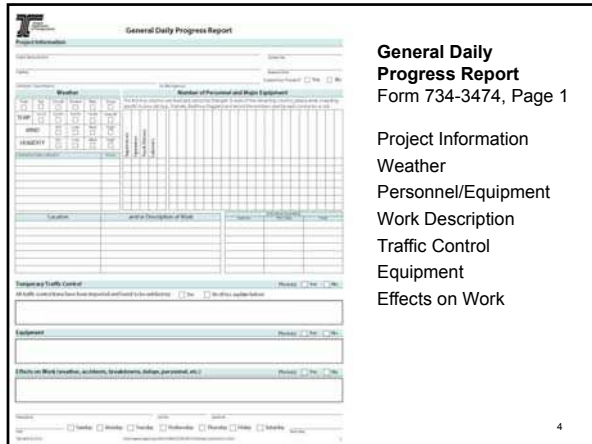
Where are we...



3

General Construction Inspector

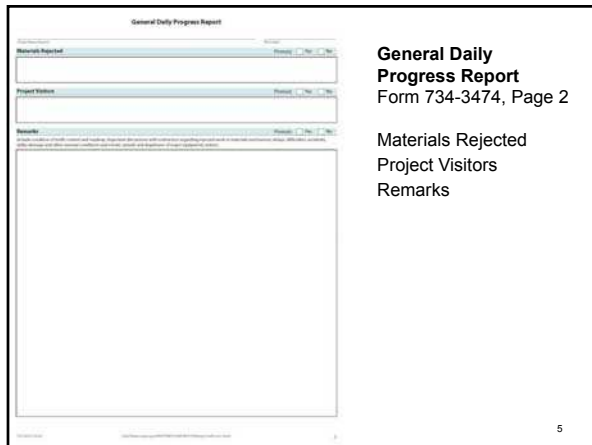
December 2014



General Daily Progress Report
Form 734-3474, Page 1

Project Information
Weather
Personnel/Equipment
Work Description
Traffic Control
Equipment
Effects on Work

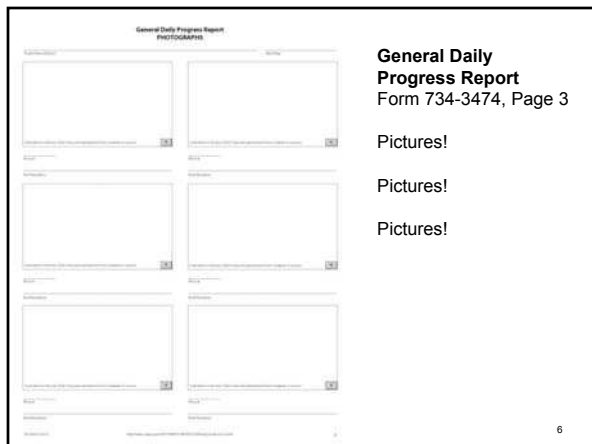
4



General Daily Progress Report
Form 734-3474, Page 2

Materials Rejected
Project Visitors
Remarks

5




General Daily Progress Report
Form 734-3474, Page 3

PHOTOGRAPHS

Pictures!
Pictures!
Pictures!

6

General Construction Inspector Training
Inspector Quality Assurance Program



General Daily Progress Reports

Your reports are Public Record.


- Be factual
- Be concise
- Be relevant

Appropriate pictures are also nice.



7

General Construction Inspector Training
Inspector Quality Assurance Program




What should be Documented?

- Refer to 12A-2 of the Construction Manual
- Generally track the progress of the Work
 - What got accomplished?
 - Are there positive or negative schedule impacts?
 - Any disagreements or disputes
 - Workmanship problems
 - Relevant conversations with the Contractor
 - Accidents or damage


8

General Construction Inspector Training
Inspector Quality Assurance Program



What should NOT be documented?

- Personal opinions
 - Even if they are positive
- Irrelevant information



9

General Construction Inspector Training
Inspector Quality Assurance Program




General Daily Progress Reports

Four years from now you should be able to answer a few questions.




10

General Construction Inspector Training
Inspector Quality Assurance Program



General Daily Progress Reports



- When, exactly, did the earthwork begin?
- What caused the delay?
- Who was involved in the conversation?
- Did the Contractor follow their schedule?
- Was the corrective work completed? When?
- Was the superintendent present and in control of the work?
- How much work was completed that day?

11


General Construction Inspector Training
Inspector Quality Assurance Program



Public Records

12

General Construction Inspector Training
Inspector Quality Assurance Program




Public Records

Public Record:
...any **writing** that contains information relating to the conduct of the public's business...prepared, owned, used or retained by a public body regardless of physical form or characteristics.

ORS 192.410(4)(a)

13

General Construction Inspector Training
Inspector Quality Assurance Program




Public Records

Writing:
...handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

ORS 192.410(6)

14

General Construction Inspector Training
Inspector Quality Assurance Program




Public Records

- Don't create documents that you wouldn't want in the newspaper
 - Including e-mails, letters, text messages, inappropriate photos, etc.
 - Keep it professional
 - No personal opinions

15


General Construction Inspector Training
Inspector Quality Assurance Program



How long should documents be kept?

Contract Administration Documents

- Includes: e-mail, paper files, electronic files
- Must be kept 20 years after final payment
- Structures such as bridges are longer



16
