



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

July 14, 2014

MEMORANDUM TO: Division Engineers

FROM: R. A. Hancock, P. E.
State Construction Engineers

A handwritten signature in black ink that reads "R. A. Hancock" followed by a stylized flourish.

Subject: Revised Inspector's Daily Report to include Operational Risk Management

The Inspector's Daily Report is used to give a daily detailed account of all activities occurring on construction projects. Traditionally, this form has been completed by Construction Technicians to document the Contractor's forces, equipment and operations performed, along with weather information, inspection details, and traffic control reviews.

The Inspector's Daily Report has been updated to include a section for Personal Risk & Hazard Assessment / Operational Risk Management (ORM) for the Construction Technicians. As part of the Construction Technician's daily routine, it is critical to evaluate potential personal safety related risks for each task and make sure controls are in place to minimize these risks. The ORM section is intended to provide documentation of risks for the inspection employee(s). This section is not intended for ORM documentation for the Contractor's employees.

An updated version of the Inspector's Daily Report form is attached, along with instructions for completing the form. The updated form may also be found on the Construction Connect site under Construction Resources, Construction Forms:

<https://connect.ncdot.gov/projects/construction/Pages/Construction-Resources.aspx>

The updated forms will be available September 1, 2014, from Central Inventory. The Inspector's Daily Report form used on the SharePoint Construction Team sites will also be updated to include the Operation Risk Management section.

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CONSTRUCTION UNIT
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RALEIGH NC 27699-1543

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1 SOUTH WILMINGTON STREET
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Division Engineers

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Please notify personnel in your Division who inspect construction projects of this change. If you have any questions, please contact Ms. Michelle Long in the Construction Unit at (919)707-2417 or by email mglong@ncdot.gov . Thank you.

Attachments

RAH:MGL/kdl

cc: Mr. M. L. Holder, P. E.
Mr. R. E. Greene, Jr., P. E.
Mr. R. K. Andrews, Jr., CSP, MBA
District Engineers
Resident Engineers
Roadway Construction Engineers
Bridge Construction Engineers

Details of Daily Operations

(22)

Inspection Details (Items Checked/Results/Corrective Actions)

(23)

Traffic Control Review

(24)

Personal Risk & Hazard Assessment (Inspection Staff Only)

(25)

Operational Risk Management Controls
 (Check all that apply or indicate "N/A" for Not Applicable)

Hard Hat	<input type="checkbox"/>
Safety Vest	<input type="checkbox"/>
Steel Toed Shoes	<input type="checkbox"/>
Lifting / Back Safety	<input type="checkbox"/>

Ear Protection	<input type="checkbox"/>
Eye Protection	<input type="checkbox"/>
Safe Parking	<input type="checkbox"/>
Backup Alarm / Spotter	<input type="checkbox"/>

Fall Protection	<input type="checkbox"/>
Trenching / Shoring	<input type="checkbox"/>
Confined Space	<input type="checkbox"/>
Crane Swing Area	<input type="checkbox"/>

Other/Reassessment

(26)

(27)

Inspector's Signature

INSPECTOR'S DAILY REPORT

This report should be used to give a daily detailed account of all activities occurring during the life of the project. A minimum of one report should be completed for each day, beginning with the date work begins and carried to the date that the project is completed and accepted, whether or not work is performed on the project. Additional reports should be used as necessary to report the various operations that are performed on the project, such as night operations and/or multiple shift work. The construction technician acting as the Lead Project Inspector and each technician inspecting a specific Contractor operation should fill out and turn in a daily report.

These original reports should be included as part of the Project Diary. For this reason, the information should be legible and written either with ink or lead pencil, hard enough to prevent smearing, but dark enough to be legible without difficulty reading. Care should be made to provide a report that is neat, orderly, and that gives a complete account of the daily activities. Other information needed to complete the report should include, but is not limited to the following:

Construction Technician Inspectors:

- A. Date, weather, hours worked, forces, and equipment.
- B. Detailed description of operation.
- C. Instructions to Contractor or Subcontractor.
- D. Instructions from Resident Engineer or other NCDOT personnel.
- E. Requests from Contractor and responses.
- F. Detailed information concerning delays encountered.
- G. Errors noted and changes needed or made.
- H. Work available but not being pursued.
- I. Contact with property owners.
- J. Contact with utility companies.
- K. Samples taken.
- L. Checks made such as depth, width, correctness of cut/fill slopes, etc.
- M. General comments on operations inspected.
- N. Visitors and their comments.
- O. Personal Risk and Hazard Assessments.

The preceding items are given as a guide for the type of information needed and is not intended to limit information placed in the reports. Each person writing a report must use his/her judgment to determine what is adequate to provide a factual record of the daily activities.

The following information should be used to complete each item on the Inspector's Daily Report:

1. **Contract Number:** This is the number assigned to the project for construction purposes.
2. **T.I.P. Number or WBS Number:** This is the number assigned to the project if the project is included in the Transportation Improvement Program. This should be

the first or primary number on multi-numbered projects. If there is not a T.I.P Number, list the WBS Number.

3. **Inspector:** This is the name of the Construction Technician who inspected the contractor's operation and is completing the Inspector's Daily Report.
4. **Day:** The day of the week should be shown in this space.
5. **Date:** The date for which the Inspector's Daily Report is written should be shown in this space. If it is a holiday, the name of the holiday should also be listed.
6. **Temperature:** The high and low temperatures for the 24-hour period for that day. These may be obtained from the weather station, local paper or measured on the project.
7. **AM and PM Conditions:** A brief description of the weather conditions for that day, such as rain, cloudy, stormy, clear, etc. This should be for specific operations. This can be different for the morning and afternoon of that day and for various locations of operations.
8. **Item(s) of Work:** List the item(s) of work that is affected by the weather on this date.
 - 8a-d. **Effect of delay:** The amount of time during the day the item(s) of work was delayed as a result of the weather.
 - 8e. **Remarks:** Provide more detail regarding the weather delay such as "20 minute rain shower" or "Rain began at 3:30 p.m."
9. **Accident:** Indicate if an accident occurred within the project limits and what work, if any, was being performed.
10. **Accident Report:** Provide the date of an accident report that is completed by a law enforcement officer.
11. **Visitors:** The name, title, and organization represented should be documented, if known, for any person visiting the project. **This should not include the Resident or Project Engineers.** This would include members of the Division staff, Construction Unit, Materials and Tests representatives, Design Engineers, Federal Highway Administration representatives, city representatives, Contractor's office representatives, and supplier's representatives.
12. **Engineering Staff:** This section should be used to record all NCDOT engineering field personnel on the project who are normally staffed to the Resident Engineer's office. This would include the Resident and/or Assistant Resident Engineer who are on the project that day. Other NCDOT personnel who are not staffed to the Resident Engineer's office, such as Materials & Tests Unit, Construction Unit, or Division personnel, should be shown in the area labeled **Visitors**.
13. **Contractor's Name:** List the name of the Prime Contractor.
14. **Contractor's Personnel:** Write the number of personnel the contractor has on the project for each appropriate position type.
15. **Hours:** Write the number of hours each type of personnel was on the project.
16. **Subcontractor/Utility:** List the names any subcontractor or utility contractor that is performing work on the project this date. Multiple Inspector's Daily Reports may be needed to document the work performed for each subcontractor or utility contractor.

17. **Contractor/Subcontractor Number:** Write the number that corresponds with the name of the contractor/subcontractor listed in Section 13 or Section 16 whose equipment you are listing.
18. **Contractor's Equipment on Project:** The number and types of equipment on the project should be documented daily. It should be noted whether the equipment is operating. As an alternate method to listing each piece of equipment in detail each day, a reference listing may be established in the front of each Project Diary with a number assigned to each piece of equipment and its detailed description. This reference number can then be entered in the daily entry in lieu of repeating the detailed description each day.
19. **Number of Pieces:** This represents the number of pieces of each type of equipment the contractor has on the project. This number should include equipment that is in use and not in use on this date.
20. **Number Used:** This represents the number of pieces of each type of equipment the contractor is using on this date.
21. **Total Hours Used:** The number of hours each piece of equipment is used during the day.
22. **Details of Daily Operations:** The description of work should be documented giving a clear and concise account of each operation that was performed on the project on a given day. A detailed description of each construction operation should consist of the Contractor's personnel involved, equipment used, hours worked (time work began to time work ended), location of the work, and the work performed. If the daily report includes more than one operation, the time, labor, and equipment for each respective operation should be shown separately. Documentation of project meetings, such as Monthly Construction Meetings, Pre-pour, and Pre-drill meetings, should be included in this section. (See **Tips for Writing Inspector's Daily Report** at the end of this section).
 - Materials received on the project to be used in an operation should not be documented here unless there is something unusual about them, such as rush delivery, certification, etc. An example of material received that should be documented would be grates and frames that were not pretested prior to delivery and would delay the Contractor's operation until testing could be performed. The construction technician inspecting should document anything here that is unusual to the operation being inspected.
 - The status of a particular operation at the end of each day should be noted. If the Contractor was fine grading and completed a section, this should be noted in the Details of Daily Operations. This section of the report is the most important. It should present a clear, concise picture of what actually transpired on the project on a given day to anyone reviewing the diary several years in the future.
23. **Inspection Details (Items Checked/Results/Corrective Actions):** This section documents actions taken to ensure the construction is in compliance with the project plans and specifications and with instructions from the Resident Engineer or other NCDOT personnel. This section should also be used to document any instruction given to the Contractor or comments from the Resident Engineer or other NCDOT personnel. If any tests or checks have been performed by NCDOT personnel, the test or check performed and the results should be included as part of inspection of

daily operations. List specific or ranges of values for tests or checks performed where the results are passing or are in accordance with the specifications. (This is not intended to be a repetition of all tests documented elsewhere. You can reference books or other documents where the results of tests and checks are documented such as concrete batch tickets, field books, asphalt tickets, etc.). If the test had a failing result or if the check of the work was not acceptable in accordance with the specifications, any comment or recommendation given by the NCDOT personnel regarding the failure should be noted.

24. **Traffic Control:** This section should detail the review of traffic control regarding the project or operation. It should document any instruction given to the contractor or comments from the Resident Engineer or other NCDOT personnel. It should also note any changes in the traffic pattern and indicate the phase of construction as it pertains to the Traffic Control Plans. This section should also document if the traffic control is installed in compliance with project documents. Note the beginning and ending of any contract Intermediate Contract Times.
25. **Personal Risk and Hazard Assessment:** As part of the Construction Technician's daily routine it is critical to evaluate potential personal safety related risks for each task and make sure certain controls are in place to minimize these risks. This section is intended to provide documentation of this Operational Risk Management (ORM) process. This section is not intended for ORM documentation for the contractor's employees but only ORM documentation related to the risks of the inspection employee(s). The inspector should review the ORM controls listed and indicate all applicable controls for the operation(s) being performed that day.
26. **Other Controls/Reassessment:** If there are other controls that should be included for the operation(s) performed that day but were not listed, list those here. Reassess operation(s) throughout the day and indicate changes needed from the initial assessment of the risks involved with the day's operation(s).
27. **Inspector's Signature:** Signature of the Construction Technician who inspected the work performed by the contractor and completed the Inspector's Daily Report.

Do not hesitate to use several pages for a single day's entry, if necessary. Remember, the personnel actually involved in the project construction are the only ones who can present a true and accurate picture of the project and others who must use the diary at subsequent times depend upon field personnel for this documentation.

Entries should be made on the day of the final inspection indicating those present, remaining work to be performed, etc. Subsequent entries should be made when final inspection recommendations are being performed as well as an entry documenting when all recommendations have been completed.

Construction Surveying

This report should be used to give a detailed account of all activities occurring during the life of the project. A report should be completed to document the surveying performed on a project or to document events that have occurred regarding surveying (i.e. contact with property owners, Contractor requests, plan changes). The construction

technician acting as the Party Chief should complete a report as needed for each project and daily submit the report(s) to the respective Lead Project Inspector(s).

These original reports should be included as part of the Project Diary. Information needed to complete the report should include but is not limited to the following:

Construction Technician Party Chief:

- A. Date, weather, hours, and personnel.
- B. Give details of work performed by location and station number.
- C. Contractor's request for stakes: This should be noted as to whom requested stakes and at what time the request was made. It is good practice to request that the Contractor and Subcontractor's personnel channel all requests for staking through the superintendent.
- D. Action taken on request for stakes: If the Contractor was told that it would be at least one day before the requested stakes could be set, this should be documented along with the reasons why.
- E. Any replacement stakes required should be noted along with an accurate record of time, labor, equipment and materials spent on this work. This should include lost time in remobilization, travel, etc.
- F. Any instructions given to the Contractor concerning stakes. If cut sheets or any other written information is given to the Contractor, a copy should be kept by the Party Chief.
- G. Any instructions from NCDOT personnel.
- H. Any contact with property owners.
- I. Any delays in staking encountered: If the Contractor requests a bridge site be staked and upon arriving at the site it is discovered that the area is not sufficiently cleared, graded, etc., this should be documented along with the fact that the Contractor was informed of reasons that the site could not be staked. The date the site is available for stakes should be subsequently noted.
- J. Any comments that would be pertinent to the project status record.