CONSTRUCTION INSPECTION DIVISION

MEMORANDUM

TO: All CID Personnel and
Holders of Construction Directives

FROM: James Folden
Deputy Director, Field Operations
Office of Construction

DATE: December 12, 2011

SUBJECT: Construction Directive 07220.100.16
Inspector's Daily Report (IDR)

As a result of the recent Legislative Audit completed in 2011, an additional requirement has been added to the Project Engineer's review of each Inspector's Daily Report (IDR). Beginning **January 1, 2012**, after completing the review of each IDR completed on a project, the Project Engineer will initial each IDR in the lower right hand corner near the inspector's signature. The initials will serve as verification that the Project Engineer has reviewed the IDR for content including the inspector's time and mileage.

Future revisions to the IDR will include the addition of a space for the Project Engineer's initials. Until the modification and issuance of the new IDR, all field personnel should continue to use existing copies of the IDR. Please be advised that the Regional Construction Engineer's will be checking for compliance with this new procedure in January

Please replace your current Directive with the attached revision. If you have any questions regarding this revision, feel free to call me at 443-572-5226.

JF/tf

Attachment

cc: Steven Marciszewski
Corren Johnson

CONSTRUCTION DIRECTIVE 07220.100.16 December 12, 2011

SUBJECT: Inspector's Daily Report (IDR)

FORM NO: OOC 75

GENERAL:

The IDR is hereby modified in scope to include additional information. The basic format of the IDR will not change.

PURPOSE:

To update procedures and definitions, to emphasize the importance of the IDR as original documentation, to add the requirements to be followed concerning "assistance", and to add the requirement of the initialing of the IDR by the Project Engineer following review of the IDR by the PE.

PROCEDURE:

The most critical documents are those records which individual Inspectors keep while personally observing quantities for pay. All personnel assigned to construction contracts will prepare these subject reports.

On construction contracts with only one Inspector, the Daily Construction Logs (DCL) are used as original documentation in lieu of IDRs for daily reporting. In these cases, DCLs will be completed by Inspectors and signed by both the Inspector and the Contractor's representative. Distribution of DCLs is modified accordingly.

Original	-	Field Office	Triplicate	-	Contractor
Duplicate	-	District Office	Quadruplicate	-	Inspector

Spaces are provided on the IDR to record hours each Inspector spends on each of various staffing activities. Staffing activity code numbers correspond to pay Item Numbers as shown below:

Time for Force Account and Additional Items is to be charged to 900 category.
Original items that overrun are to be charged to original category.

Staffing Activity Code	Pay Item Category
100	Preliminary
200	Grading
300	Drainage
400	Structures
500	Paving
600	Shoulders
700	Landscaping

CONSTRUCTION DIRECTIVE 07220.100.16

PROCEDURE: (continued)

800	Traffic/Utilities
900	Miscellaneous

The number of hours shown on bottom right hand corner of the IDR are to equal total hours recorded for staffing activities, except when leave is taken. Leave hours are not to be charged to any staffing activity. All hours spent on documentation in the Field Office will be charged under Code 100, Preliminary. This also includes hours spent in Training, Testing, Engineering and survey work. The inclusion of training and testing does not apply to consultant inspectors. Space is provided for recording job mileage.

In addition to recording regular and overtime hours worked, an IDR must also provide justification for an Inspector's overtime. This becomes particularly important when the Inspector's time on the job exceeds that of the contractor and/or Inspectors are "assisting" each other.

> Any Inspector receiving assistance from another Inspector must disclose on the IDR the name of the person providing the assistance, the number of hours and time period for which the assistance was provided, and an explanation of why the assistance was necessary. It is further required that the person providing the assistance disclose the same information on the IDR which he or she completes.

Project Engineers shall closely monitor any "assisting" in order to justify such actions as necessary and beneficial to the project.

The Project Engineer will also initial each IDR in the lower right hand corner by the inspector's signature in order to demonstrate that a review of the IDR's content has been completed. Future revisions to the IDR will provide a space in the lower right hand corner for the Project Engineer's initials.

Deputy Director – Field Operations
Office of Construction

APPROVED:

Director,
Office of Construction