

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION F-9	DATE
CONSTRUCTION OPERATIONS	PROJECT SUPERVISOR FIELD INSPECTION REPORT FORM (DC-152)	01/28/2013

Field Managers are to perform project inspections and complete a Project Supervisor Field Inspection Report, Form DC-152, within five (5) working days of the inspections.

Frequency of Report

Provide the [DC-152](#) every six (6) months on **ALL** contracts.

A minimum of one report must be completed for all contracts regardless of contract duration. Exceptions to this requirement must be approved by the Regional Construction Engineer. Reporting is to begin one month after start of construction and end at Substantial Completion.

Work/Activities covered by the Report

Three (3) areas of work must be covered by each report. Two (2) areas will be actual physical construction. (If two areas of physical construction are not occurring it is permissible to only cover one.) The physical construction work/activities covered should encompass a portion of the work and not be limited to a single Pay Item when other associated work/pay Items are being constructed. One of the three (3) areas/activities will be from the list below:

- Soil Erosion and Sediment Control
- Maintenance and Protection of Traffic
- Labor, EEO and Trainee requirements (see CPH Sections 5A)
- ESBE/DBE and SBE Program (see CPH Section 5B)
- Change Orders(see CPH Section 4B)
- Claims
- Project Documentation as it relates to Daily Work Reports, Estimates, Material Certificates, Delivery Slips etc.
- Other appropriate topics

Content of the Report

The physical construction activities selected will be inspected to insure they are being constructed in accordance with the Plans, specifications, and good construction practices. All deficiencies noted are to be brought to the attention of the RE or his staff immediately so that corrective action can be taken.

The inspection includes but is not be limited to the following:

- a. Visual observations to assess the quality of construction and workmanship.
- b. Dimensional checks to verify compliance with plan dimensions or specification limits.

- c. Review documents to verify material acceptability. Compare test results with specification limits; check source approvals, certifications, and compliance reports.
- d. Evaluation of Contractor's workforce (sufficiency, quality etc)
- e. Evaluation of Inspection personnel (sufficiency, quality etc)

The non physical construction work/activity should be inspected for compliance with Department standards, Policies and Procedures.

Outstanding issues from previous inspections must be discussed in future reports. Resolutions to problems previously reported must be documented as corrected or how they were dealt with otherwise. Corrective actions taken to eliminate unsatisfactory work must also be documented.

A separate page of the DC-152 is to be filled out for each activity. The heading is only required on page one.

Distribution:

As follows:

The original DC-152, will go to the RE with copies sent to:

Field Manager

Project Manager

Regional Construction Engineer

Manager, Bureau of Construction Management

Director, Construction Services and Materials

FHWA Area Engineer (See Note)

Note The DC-152 for all federally funded Projects is to be sent to the FHWA Area Engineer.