


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
INFRASTRUCTURE CONSTRUCTION
MANAGEMENT PROCEDURES**

SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO: 030	DATE: 6/7/2019
TITLE: DAILY INSPECTION REPORTS	REVISION: 1

1.0 Policy

Construction inspections are performed daily in order to observe the work being performed and verify that the Contractor is complying with the requirements of the Contract Documents.

The Inspectors provide Daily Inspection Reports in order to provide a daily record of the performance of Contract Work, document contract status, document schedule impacts in the field, document Force Account Change Orders, record observations of deficient Work performed by the Contractor and prepare non-conformance notices when required.

This SFPUC Construction Management (CM) Procedure applies to all personnel working on SFPUC Infrastructure Projects during construction to the extent that their Work is affected by this CM Procedure and does not conflict with specific SFPUC policies or the Contract under which the Work is executed.

2.0 Description

This SFPUC Infrastructure CM Procedure describes the process by which Daily Inspection Reports are prepared by CM Inspectors, and reviewed and approved by the Lead Construction Inspector.

2.1 Contractor Submittals

This CM Procedure includes Contractor submittal requirements including Contractor Daily Construction Reports and any Contractor Record of Construction Inspections and Test Results.

3.0 Definitions

3.1 Daily Inspection Report

The Daily Inspection Report is a required document provided by the CM Inspectors. Daily Inspection Reports provide the daily record of the performance of the Contract Work. The reports are part of the official project record; refer to Attachment 030 – 1.

3.1.1 The Lead Construction Inspector reviews the Inspection Reports prepared by Construction and Environmental Inspectors and then prepares the Daily Inspection Report for the CM team.

3.2 Contractor Daily Construction Report

The Contractor shall complete and submit to the Lead Construction Inspector a consecutively numbered Contractor Daily Construction Report, as required in the contract document, not later than one (1) working day from the date of the Report; refer to Attachment 030 – 2.

3.3 Records of Construction Inspection and Testing

The Contractor shall maintain and submit specified inspection and test records to the Lead Construction Inspector.

The RE shall maintain a record of the CM team inspections and testing.

3.4 Construction Management Information System (CMIS)

The CMIS is an on-line management tool for the processing of contract documents based on established SFPUC Infrastructure CM Business Processes. It serves as a tool for effective storage and retrieval of various documents generated during a construction project.

Processing of Daily Inspection Reports will utilize the CMIS. The Construction and Environmental Inspectors enter their daily reports directly into the CMIS for review by the Lead Construction Inspector. The Lead Inspector will attach the contractor daily construction report to his daily inspection report in CMIS.

3.5 Corrective Action Report (CAR)

The CAR is a written notice given by the Contractor to the RE that defective or non-conforming work has been corrected or will be corrected within a mutually acceptable time frame.

4.0 Responsibilities

4.1 Resident Engineer (RE)

The RE is responsible for implementing quality control processes that provide assurance and documentation that the construction work is completed in conformance with the Contract Documents, except for

specific sections in the Contract Documents where the contractor is required to perform its own QC testing and inspections.

4.1.1 The RE is responsible for reviewing the Lead Construction Inspector's Daily Summary Inspection Reports to determine and recommend corrective action and to determine when mitigation measures are necessary to bring non-conforming Work into compliance with the Contract Documents.

4.2 Lead Construction Inspector

On each project, one Construction Inspector will be designated as a "Lead" Inspector for the CM team who will assist the RE in planning for and coordinating all inspection activities. The Lead Construction Inspector reports to the RE. All other Inspectors report to the Lead Construction Inspector.

4.2.1 The Lead Construction Inspector is responsible for compiling, reviewing for completeness and conformance, and approving all Daily Inspection Reports and Contractor Daily Inspection Reports. The Lead Construction Inspector will summarize these reports and submit Daily Summary Inspection Reports to the RE for review and approval.

4.3 Construction Inspectors

Various specialty Construction Inspectors will be assigned as needed for the specific work activities. Disciplines may include but are not limited to civil, geotechnical, piping, welding, coating, mechanical, electrical/instrumentation, and process SCADA/automation. Certified Special Inspectors perform Special Inspections services as required by applicable codes.

4.3.1 Construction Inspectors are responsible for preparing Daily Inspection Reports in conformance with this procedure, and for entering data into the CMIS Daily Inspection Report Module.

4.4 Administrative/Document Control Specialist (ADCS)

The ADCS is responsible for providing clerical, administrative document control and records management support to the Project CM office and support to the CM team.

4.4.1 The ADCS is responsible for filing the approved Daily Inspection Reports into the project filing system. For smaller projects, the OE can perform the role of the ADCS.

4.4.2 The ADCS enters a file code in accordance with SFPUC Infrastructure CM Procedure No. 003, Project Documents and Correspondence Control, the date of receipt in the Reviewed by Date field, and approves and saves the record.

4.5 Contractor

The Contractor shall complete and submit:

4.5.1 Contractor Daily Construction Report; refer to Attachment 030– 2.

5.0 Implementation

Sections 5.1 through 5.3 pertain to Daily Inspection Reports generated by the CM team.

5.1 Daily Inspection Report Preparation

The Daily Inspection Reports are prepared daily at the end of each work shift, including weekends and holidays if work is performed. Daily Inspection Reports will be numbered sequentially for each originator of a Report, starting from the first day of mobilization.

5.2 Daily Inspection Report Data Entry

The CMIS is designed for each Inspector to enter Daily Inspection Reports directly into the CMIS system.

Each Construction Inspector enters, as a minimum, the following information into the CMIS Daily Inspection Report Module and forwards it to Lead Construction Inspector.

- Work activities (Including quantities and locations)
- Equipment used on site (Including status – active/idle, type and model)
- Field Force
- Visitors
- Materials delivered and stored
- Weather (at least one weather observation, more if variations impact the Work)
- Testing and Test Results
- Deficiencies Noted to include copies of NCN and CAR.
- Disputed Work
- File Code
- The Inspector may attach photographs/digital images, sketches, tables or other documents supporting the Report to the Inspection record in CMIS. (Provide a minimum of 1 photo with a detailed description per submitted Report.)

5.3 Daily Inspection Report Review and Approval

The Construction Inspector forwards the Daily Inspection Report to the Lead Construction Inspector upon completion of the Report. The Lead Construction Inspector reviews each Report for completeness and conformance to the SFPUC Infrastructure CM Procedures and may change the content of the Report based on records from the field.

5.3.1 If not acceptable, the Lead Construction Inspector returns the Report to the Construction Inspector, not later than one (1) working day from the date of the Daily Inspection Report. The Construction Inspector must revise and resubmit the Report within two (2) working days of the original date of the Daily Inspection Report.

5.3.2 If acceptable, the Lead Construction Inspector approves and saves the Daily Inspection Reports in CMIS.

Sections 5.4 through 5.6 pertain to Contractor Daily Construction Reports.

5.4 Contractor Daily Construction Report Preparation

The Contractor's Superintendent prepares the Contractor Daily Construction Report in accordance with the Contract Documents.

5.5 Contractor Daily Construction Report Submittal

The Contractor's Superintendent submits the Contractor Daily Construction Report to the Lead Construction Inspector.

5.6 Contractor Daily Construction Report Review

The Contractor Daily Construction Report is reviewed by the Lead Construction Inspector and the RE for conformance with scheduled activities and actual work performed.

Section 5.7 pertains to Construction Inspection Reports and Test Results generated by the Contractor.

5.7 Contractor Record of Construction Inspections and Test Results Submittals

The Contract Documents include the submittal of the Contractor Record of Construction Inspections and the retention of Test Procedures and Results.

5.7.1 The Contractor shall maintain current records which provide factual evidence that required quality control activities and specific tests have been performed. The original and one copy of these reports shall be transmitted to the RE.

5.7.2 The Contractor shall maintain complete inspection and testing records and have them available for inspection by the CM team.

6.0 Other Procedural Requirements

None

7.0 References

7.1 Technical Specifications

None

7.2 SFPUC Infrastructure CM Procedures

No. 003 Project Documents and Correspondence Control

No. 005 Submittals

No. 029 Non-Conformance Notice

7.3 Others

None

8.0 Attachments

030 – 1 Daily Inspection Reports Format

030 – 2 Contractor Daily Construction Report Format

030 – 3 Revision Control Log

**Attachment 030 - 1
Daily Inspection Reports Format**

CONTRACT NO.:	DATE:
CONTRACT NAME:	
REPORT PERIOD:	DAY:
WEATHER:	
TIME: _____ TEMPATURE: _____ PRECIPITATION: _____ SKY: _____ WIND: _____	
INSPECTOR NAME:	
RE:	
CONTRACTOR:	
SUBCONTRACTOR(s):	
ACTIVITY:	
ADDITIONAL COMMENTS:	
EQUIPMENT	
DESCRIPTION:	
SOURCE: _____ UNITS: _____ TYPE: _____ WORK AREA: _____	
REMARKS:	
FIELD FORCE LABOR	
SOURCE: SUPERVISOR: FOREMAN: LABORER: OPERATOR: WORK AREA/REMARKS:	
TOTALS: _____	
Certified By: _____ Date: _____ Signed: _____	

Attachment 030 – 2
Page 1 of 2
Contractor Daily Construction Reports Format

HEADING				
Project Name:				
Project Location:				
Contract number:				
Report Date:				
SITE CONDITIONS				
Weather:				
Temperature, Deg. F.,: Min.: _____ Max: _____				
Precipitation: Yes / No Est. inches: _____ for duration: _____				
Other: _____				
SITE ACTIVITIES				
1. Contract/Subcontractors and Area of Responsibility:				
<u>Example as shown below</u>				
No. of Personnel	Trade	Hours	Employer	Location/Description
4	Laborer	8	XYZ	Work Site, San Mateo County
2	Equipment Operators	8	XYZ	Work Site, San Mateo County
6	CM team	8	XYZ	Work Site, San Mateo County
2.	Work Performed Today: Indicate work location and description of work performed by Prime Contractor and/or Subcontractors.			
3.	Materials Received: Note Inspection results and storage provided.			
4.	Job Safety: List Items checked results, instructions, and corrective actions taken.			

Attachment 030 – 2
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Contractor Daily Construction Reports Format

5.	Remarks: Instructions received or given. Conflicts in Plans or Specifications. Delays encountered.																						
6.	Quantity Work Sheet: To be used for each major/measurable work item on a daily basis. <u>Example as shown below</u>																						
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0e0e0;"> <thead> <tr> <th style="width: 40%;">Description</th> <th style="width: 10%;">Est. Quantity</th> <th style="width: 15%;">Unit Measure</th> <th style="width: 35%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Water Transfer Pumps, Item No. 310 A&B</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Items</td> <td>Missing spare parts, back ordered.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Description	Est. Quantity	Unit Measure	Comments	Water Transfer Pumps, Item No. 310 A&B	2	Items	Missing spare parts, back ordered.												
Description	Est. Quantity	Unit Measure	Comments																				
Water Transfer Pumps, Item No. 310 A&B	2	Items	Missing spare parts, back ordered.																				
7.	Verification Statement and Acknowledgement Signature: “On behalf of the Contractor, I certify this report is complete and correct, and all materials and equipment used and work performed during this reporting period are in compliance with the Contract Documents, to the best of my knowledge, except as may be noted above”.																						
Certified By: Signed: _____ Date: _____																							

**Attachment 030 - 4
Revision Control Log**

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Attachments revised;• Revision Control Log updated.
Rev 0	11/14/16	Signed