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Construction Information Memorandum No. 2 -2003

TO: All Division Engineers

FROM: Terry McDuffie *Terry McDuffie RAJ*
Construction Engineer

RE: Project Personnel Work Hours.
Who is Required to Complete an Inspector's Daily Work Report?

The requirement that Department personnel work hours be recorded on the Inspector's Daily Work Report (BC-101) is hereby waived. Project personnel hours will not be recorded in the Project Diary. The Diary and Inspector's Daily Work Report are to be reserved for documenting the activities of ALDOT employees and the Contractor relating to the field construction activities.

Project personnel work hours will need to be documented by other appropriate means. These records should be available for review by the auditors as needed.

The Construction Manual will be revised to reflect this change in policy.

It is our intention that the Inspector's Daily Report document project inspectors' and Contractors' construction activities or related work. Only personnel performing construction related activities will be required to fill out an Inspector's Daily Report. Personnel attending training, absent on leave, entering payroll, filing, performing other office duties, etc are not required to complete an Inspector's Daily Work Report. The Inspector who is responsible for the work should list any assistants on his/her daily work report. A separate report will not be required for assistant inspectors.

TM/RAJ/TF

Pc: Mr. G.M. Harper
Mr. Frank Courson
Ms. Alvena Williams
Mr. Joe Wilkerson, FHWA
File