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DOCUMENTATION MANUAL

- I. **PURPOSE:** A uniform method of documentation facilitates the review of project records and promotes greater efficiency in record keeping when inspectors are reassigned to projects in other areas within the state.
- II. **SCOPE:** This manual demonstrates by example and by statement those recording methods which should supply minimum reporting requirements. These examples were selected from previously used and newly developed techniques. These examples are not exhaustive. Recording can be modified to suit the individual circumstances.

The manner of recording information should fit the subject matter, the intended reader, and the writer. The style of reporting should, therefore, satisfy the following requirements:

1. Facilitate reading. Multiple entries and the need to refer to different sheets to summarize the data should be held to a minimum;
2. Convey the exact meaning. Pay quantities SHALL be labeled as such. Operational Checks should not be so labeled as to be confused with pay quantities;
3. Be objective. Describe what has happened and what has been observed with facts and in an impartial manner. Do not insert personal opinion.
4. Be clear for later reference. This is important for audit and post audit procedures;
5. Be a firm record that the work has been accomplished. This requires recording the date the work was performed, the date the work was checked, the description of the work, and the signature or initials of the inspector.

III. DEFINITIONS:

- A. **FIELD BOOK:** A permanently bound book used for the entry of information pertinent to the reports of a project. A computer is not considered a field book and will not be used as the sole source file for record keeping. However, any data recorded on a computer shall be

- retained. The information maintained in a field book may be in the form of a diary, ledger entries, field survey data, measurements, drawings and/or computations. The field book will ordinarily be in the possession of the person in charge of collecting or acquiring the information.
- B. **PLAN SUMMARY OF QUANTITIES:** The portion of the approved plans which contains a condensed tabulation of the amount of a specific item to be used in the construction of a project. The information used to make the tabulation is obtained from the plan details. The Plan Summary of Quantities may be used to verify the amount of payment on an intermediate payment voucher. The Plan Summary of Quantities may be used for final payment when mutually agreed to by the contractor and the Department of Transportation as set forth in the specifications.
- C. **PLANS:** The approved plans, profiles, typical cross-section, working drawings and supplemental drawings, or exact reproductions thereof, which show the location, character, dimensions, and details of the work to be accomplished.
- D. **SOURCE DOCUMENT:** Any permanent record inscribed with written or printed information showing the origin of the information itself and such data as may qualify the completed work for acceptance and/or payment. Source Documents may take one of several forms such as: A Field Book; Plan Summary of Quantities; Load Tickets; Computation Sheet; Change Order Computation Sheet; Computer Generated Sheets; and Electronic Data retained on computers.
- E. **TICKET (LOAD):** A document inscribed with words, letters or characters showing that a measurement of a specific item has been made. This document could be a computer printout, KDOT Form 251 or 251A, commercial scale ticket, or bill of loading. The tickets or duplicates will become part of the permanent records.
- F. **TALLY:** A record of a count whereby a mark is used to denote one in a series. This is commonly used to account for the number of pieces, loads, or total of an item. The tally is to be kept in the field book or other approved document as a part of the permanent records.

G. EQUIVALENT STATION, TON, LIN.FT., ETC.: Some items of construction are completed on a phase basis. Since the specifications do not specify a method for proportional payment for partially completed work, a scheme may be devised and made a matter of record whereby a determination of partial payment may be made. Percentages, as mutually agreed to by the contractor and KDOT, may be allocated to the various phases of the item and an “equivalent” complete unit derived which would be used for intermediate payment quantities.

IV. **INTRODUCTION TO GENERAL INDEX:** The index to plates is broken down into separate divisions coinciding with the 2007 Standard Specifications for State Road and Bridge Construction. Each division is further broken down into various example plates for documentation of the bid items or other items which require tracking. The examples are for guidance. Some plates are duplicated. Some plates may be used in different sections.

V. **DOCUMENTATION OF FIELD RECORDS:** Documentation shall be made to substantiate payments. All field book entries should be made using 2H lead. Original entries, later determined to be in error, shall not be erased. A line should be drawn through the incorrect details and the correct details should be entered directly above the stricken material. If the correct details will not fit above the stricken material, a notation of the book and page number where revised notes may be found should be entered directly above the stricken material. All corrections and reference notations should have the initials of the person making the corrections and notations.

GENERAL INDEX

Division 100 - General

Index to Field Books

Inspector Verification

List of Contractor's Equipment

List of Contractor's Personnel

Division 150 Equipment

Division 200 - Earthwork

Division 300 - Stabilized Subgrade, Base and Shoulders

Division 400 - Concrete

Division 500 - Rigid Pavement

Division 600 - Flexible Pavement

Division 700 - Structures

Division 800 - Incidental Construction

Division 900 - Roadside Improvement

Source Documents for Pay Quantities

Computations of Quantities (Measure to – Pay to)