

ENGINEERING GUIDANCE 98-10

SUBJECT: AIP Construction Reporting and Progress Reports

PURPOSE: Provide Guidance for Submission of Construction Progress Reports

CANCELLATION: This Engineering Guidance replaces Safety & Standards Guidance No. 94-05, dated May 24, 1994.

DISCUSSION: Northwest Mountain Region, Airports Division, has a current procedure for weekly submittal of construction progress and inspection reports (FAA Form 5370-1). The submission of these forms is not necessary for every project on a weekly basis.

GUIDANCE: The Northwest Mountain Region no longer requires submission of FAA Form 5370-1, Construction Progress and Inspection Report, by Airport Sponsors/Engineers. The project manager may still require submission of the weekly report for information purposes. The requirement to maintain construction progress and inspection records on a daily basis and on file remains unchanged. The ADO project manager should continue to be informed of any problem by telephone. Daily construction records by the project engineer must accurately document construction activities and include as a minimum the following information:

1. Daily weather conditions and temperatures.
2. Work site conditions as affected by weather.
3. Work in progress, work completed, and general location of work.
4. List of equipment available and equipment used.
5. Adequacy and size of work force including supervision.
6. Hours worked per day by contractor, subcontractors, testing facilities, and engineers.
7. Quality and quantity of materials delivered.
8. Tests performed, location of test, and results of testing.
9. Instructions to the contractor, such as stop work, change orders or any significant directives impacting the execution of the contract.
10. Documentation of each pay item quantity measurement.
11. Description of work or materials not meeting specifications and resolution of same.
12. Significant conversations with the contractor that may impact the contract.
13. As-built drawings (maintain daily, final as-built to be submitted with project closeout documents).
14. Running total of contract time, days charged, days remaining and a weekly summary of percent of contract time used.
15. Percent project completion estimate as a function of total work within the contract (as a weekly summary).
16. Date, name, title, and signature of engineer/inspector.

Project records are still required to be maintained by the sponsor, and failure to do so can jeopardize eligibility. A final report conforming to previous guidance is still required.

REFERENCES: Form 5370-1, Order 5100.38A.

APPROVAL: signed

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DATE: 3/4/98