

4.2 Standard Practice for Construction Documentation

Purpose

Documentation is necessary to record construction activities, determinations, and results in order to, reflect the scope and costs, and provide adequate evidence of compliance with laws, regulations, codes, and sponsor requirements. This procedure prescribes the process for ensuring maintenance of complete and accurate operational histories of the construction activities.

Scope

This procedure covers the rules for data entry; recording construction activities, completeness, and correction of incorrect information; and the review, storage, and protection of construction records. This procedure applies to all construction.

Definitions

None.

Responsibilities

Line Manager

- Determines (on the basis of regulations, company policy or procedure, project plans, and input from appropriate management and disciplines) the key job activities, systems, processes, and equipment that require specific records, as well as the content and format of the documentation.
- Designates who has the authority to create and authenticate construction records.
- Requests and ensures that all organizations that generate and/or modify construction records provide construction line management with a project signature or initials log with the name, title, signature, and initials.
- Ensures the proper orientation and documentation training for assigned project personnel.
- Ensures that adequate internal documentation of site conditions is being performed in accordance with established procedures.
- Authorizes exceptions to the daily review requirement for construction field inspection logs and field inspection daily logs, and ensures these reviews and the required reviews of other applicable construction documents are performed.
- Determines the distribution of construction documents and ensures that they are distributed to the appropriate personnel.
- Determines key job activities, systems, processes, and equipment that require specific construction records.

- Reviews construction field inspection logs as required.
- Ensures that adequate internal documentation of site conditions is being performed in accordance with established procedures, including maintaining the applicable field book logs.

Site Supervisor

- Document, using the correct format and content that satisfies line management's needs, the key job activities, systems, processes, and equipment.
- Maintain the construction signature log as a living record containing the name, title, signature, and initials of personnel who generate or modify construction records. Obtains missing signatures and initials of personnel who sign and/or initial field book documents.
- Document site conditions on the construction field inspection log, noting any unusual, abnormal, or unexpected conditions, in accordance with established procedures.
- Complete construction documentation and distribute it to the appropriate organizations and personnel in a timely manner.
- File and distribute construction activities documentation in a timely manner.

Procedure

Rules for Data Entry

- Signature and Initials logs, that list the printed name, title, and the written signature and initials used by each person who is authorized to make or authenticate entries, will be prepared and maintained in the construction field book, when used, or in the file cabinet for that construction activity (see Figure 4.2–2). Copies of this log, along with original signatures and initials added, are acceptable.
- Entries must be legible, clear, and reproducible.
- Errors will be corrected by lining through the incorrect entry with a single line, making the correction, and initialing and dating the correction. The erroneous information must not be obliterated or erased.
- When entries for a given subject are made on two or more pages or separate records that are not consecutive, each page or record must be cross-referenced to the previous and the following entries.
- When a page has entries from more than 1 day, each entry shall be signed or initialed and dated.
- The balance of that section of the document shall be crossed out immediately below the last entry.
- Pages to documents shall not be left completely blank. If a page must be left blank, it must be ruled across, signed, and dated.

Completeness and Correction of Incorrect Information

- The person who monitored or recorded the activity must

- Identify the construction site, provide the date the activity was monitored or observed, and sign (or initial if the initials are identified on a signature/initials log) each page of the document recording a construction activity.
- Record accurately and concisely all data as required by procedures for the activity being performed.
- Record all significant and relevant field activity on the construction field inspection log; account for each work day, noting any work suspension and restarts.
- Describe the activity with enough detail to enable someone of equivalent skill and experience to understand and be informed as to what occurred or was recorded.
- All documentation shall be kept intact; no page is to be partially removed.
- Documents requiring replacement because of illegible handwriting, incompleteness, or inaccuracies will be voided and a replacement prepared. A notation will be made on the voided document indicating that a replacement document was completed along with the initials and date of the person making the void notation. The voided document will be filed immediately following the replacement document.
- When a document contains information on more than one activity or project, reproducible copies may be designated and controlled as records for the other activities.

Recording Construction Activities

- Use still photographic images and narrated video camera recording to enhance all written documentation from preexisting site conditions to final inspections.
- The Construction Field Inspection Log (GJO 1630A&B) (see Figure 4.2–1) or other line management-approved form should provide a documented factual record of the work performed each day, as well as
 - All changes that might affect cost and schedule.
 - Major project status changes.
 - All directions or clarifications.
 - Personnel accidents or injuries, safety infractions, and corrections.
 - Safety meetings held on site.
 - Names of visitors to the site.
 - Conditions and actions in response to Subcontractor violations.
 - Potentially reportable occurrences in accordance with the occurrence reporting process.
 - Significant events, such as unexpected power outages, severe weather occurrences, or spills of hazardous materials (residual radioactive material, hazardous waste, hazardous substance).
 - Construction inspections and quality control tests performed. Include time of tests and inspections and results.
 - Implementation of the applicable emergency plan.
 - Security incidents.
 - Applicable equipment parameters, including out-of-tolerance readings.
 - Nonconformance reports.
 - Signatures that acknowledge notifications or changes in construction activities.
 - Positive actions that resulted in significant savings, quality improvements, lessons learned, etc.
 - Hours worked.
 - Equipment on-site and used.
 - Weather.

- Downtime and stand-by-time.
- Other pertinent information as determined by the project manager.

The Site Supervisor should:

- Document events as completely as possible and communicate information as clearly as possible to maximize understanding by individuals reading the Construction Field Inspection Log (GJO 1630A&B).
- Record information promptly to avoid inaccuracy or incompleteness that often results from delayed entries.
- Enter unusual, abnormal, or unexpected conditions in the appropriate record, and resolve these conditions in accordance with project management's guidance.

Review of Construction Records

Line Management or Designee

- Reviews the Construction Field Inspection Logs (GJO 1630A&B) and Field Inspection Daily Logs on an as needed basis and initials the first page of each daily log to verify review (see Figure 4.2-1). When circumstances make it impractical or impossible to do so, the Field Inspection Daily Logs shall be reviewed within 5 working days.
- Reviews and checks the Field Book records for completeness, accuracy, legibility, error correction, and reproducibility.
- Reviews and checks for content, validity, resolution of comments, and traceability between pages and the items or activities. The reviewer will take action to correct any deficiencies.

NOTE: When the individual who made the original entry is not available, a line management designee may correct the entry on all copies of the document and record the date of the correction and initials of the individual making the correction. When copies of the document are not available, a memorandum-to-record that references the original document may be made to reflect the incorrect entry and the changes to it. This memorandum-to-record will be sent to everyone on the original distribution list.

- Signs or initials and dates the Construction Field Inspection Log when satisfied that the information recorded is complete and accurate.

Storage and Protection of Construction Documents

- Documents pending filing must be maintained in a single location as identified by the project manager.
- Documents should be filed in the construction file (i.e., field book or filing cabinet) no later than the end of the work week when the document was generated or received.
- Documents must be protected against damage from sun, water, dirt, and stains; deterioration; loss (especially while the documents are being used) in the field; and damage during review until they are submitted to a storage facility. Records must be isolated from any source of contamination.
- Documents containing sensitive information should be protected from unauthorized disclosure.

- Documents shall not be left unprotected.

References

The following manuals are referenced in this procedure:

GJO Quality Assurance Standards (GJO 1)

Records

Construction records are retained in a field book or a filing cabinet until construction file close out and final disposition to the central file station. This procedure helps to ensure protection from damage or loss and to ensure retrievability for review by construction line management.

Records developed by these Standards will be maintained in accordance with the appropriate administrative procedures and the appropriate working file indices.

