# Standard Operating Procedure (SOP)
## Project Inspection and Daily Reports

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<th>SOP No.</th>
<th>DC 5110</th>
<th>Revision:</th>
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<td>Department:</td>
<td>Design and Construction</td>
<td>Date:</td>
<td>10/05/09</td>
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<td>Dept. Head Approval:</td>
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## Purpose
To standardize the process by which Capital Project Inspectors or other Owner’s representatives document their inspections through a Daily Inspection Report (Exhibit A) and photos.

## Responsibility
1. The following people are responsible for following this SOP.
   1. A. Capital Project Inspectors
   1. B. Project Engineers
   1. C. Project Managers

## Definitions
1. NA

## Procedure
1. All site inspections, by the Capital Project Inspectors or other Owner’s representative, should be documented through the attached Standard Daily Inspection Report.

2. Daily Inspection Reports shall be completed any time an Inspector visits a job site. It is noted that Inspectors may not visit the site every day.

3. Daily Inspection Reports should be scanned and saved to the electronic project file on a weekly basis.

4. Daily Inspection Reports are necessary to document site activities and represent a critical component of the Project File.

5. Daily Inspection Reports should be accompanied by photographs. The photographs should be saved in the electronic project file in folders grouped by day, week, or month. All photographs should be date stamped.

6. The Contractor’s Daily Reports should be reviewed by the Capital Project Inspector and discrepancies or exceptions should be noted.

7. The Observations section of the Daily Inspection Report should include the following items if applicable.
   7. A. Describe general work activities and progress
   7. B. Deficiencies identified or quality issues
   7. C. Directives given by Inspector (note to whom these were communicated and note any documentation)
   7. D. Tests performed or observed
7.E. Contractor equipment on-site (heavy equipment or specialty equipment)
7.F. Sub-contractors/Trades on-site
7.G. Safety concerns or accidents
7.H. Housekeeping issues
7.I. Time and Materials (T&M) work observed
7.J. Visitors to site
7.K. Inspections by State Fire Marshal (SFM), OSHA or other
7.L. Questions raised or Open issues to resolve
7.M. Major Deliveries or shipments