

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-1-72
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 1
Subject: S.O.P. NOTES, RECORDS AND PARTY CHIEF'S DAILY REPORT			Distribution A, B, C, D, E
EFFECTIVE  July 1, 2005	ISSUED  July 1, 2005	SUPERSEDES Page 1 of 1  S.O.P. NO. SA II-1-72  EFFECTIVE: April 15, 2000	APPROVED  J. Brooks Miller, Sr.  STATE AID ENGINEER

**PURPOSE:** To Establish Uniform Procedures for Keeping Field Notes and Records.

1. GENERAL:

All field notes recording the layout and measurement of construction are to be made in bound field books or printed from electronic storage devices, as applicable. These are permanent source documents and may be referred to in many instances by persons with varied professional backgrounds.

- 1.1. Notes must be neat, legible, precise and sufficiently detailed to convey their intent to anyone not familiar with the project.
- 1.2. Erasures of errors in field notes are not acceptable. A line drawn through portions of notes in error (leaving the original note legible) with corrections noted directly above and initialed where quantity measurements are involved should be the rule.
- 1.3. All field books are to be identified on the outside of the front cover indicating project number, book number and content. Each page of the book is to be numbered in the upper outside corner of the page. Each book is to be indexed and its content referred to by page numbers. One or more sheets should be reserved at the front of each book for indexing. Data printed from electronic devices should follow the same format.
- 1.4. The date, weather condition and party personnel are to be shown at the beginning of each day's notes. As a general rule, field notes for each phase of the work should be placed in a separate series of field books. Under certain conditions, it may be feasible to combine minor items into one or more "Miscellaneous" books, with adequate index coverage.
- 1.5. Each Party Chief is to keep a factual daily diary of all work performed by the construction survey party. The diary will contain all applicable information and be signed by the Party Chief daily. The back of the sheet may be used for additional names and information or additional sheets may be used, if necessary. If the back of the sheet or additional sheet(s) are to be used, make an appropriate note at the bottom of each sheet referring to such additional information for that daily report.