

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-1-38
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 1
Subject: S.O.P. KEEPING PROJECT RECORDS UP TO DATE			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-1-38  EFFECTIVE: July 1, 1999	APPROVED  J. Brooks Miller, Sr.  STATE AID ENGINEER

**PURPOSE:** To State Policies and Procedures for Keeping Up to Date Records in the Project Files for Materials Used and Work Performed.

1. SPECIFICATION REQUIREMENTS:

Subsections S-105.03 and S-106.03 require that the County Engineer assure that all materials and workmanship are in reasonable conformity with the plans and specifications.

The County Engineer shall maintain current and complete files and have them available for examination at all times. These files should contain test reports and/or certification for all material incorporated into the project.

2. GENERAL:

The County Engineer's files must reflect, as the work progresses, the acceptability of materials and workmanship. If any element of the project should not be in reasonably close conformity with the plans and specifications, then the files should include documentation of the County Engineer's action to remedy such conditions.

The County Engineer is expected to keep all files current, complete and accurate. Files should contain complete information necessary to document the quality of materials and workmanship as well as quantities submitted for payment. Such documentation will minimize delays in final acceptance and payment of progress and final estimates.