

## Typical Duties Checklist

Below is a checklist covering the duties that are performed as an inspector.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

### Sections

- **Checking**
- **Observing**
- **Sampling**
- **Testing**
- **Documentation and Reporting**

### Checking

- Checking includes:**
  - Reviewing the project plans
  - Preparing field books
  - Acquiring a working knowledge of the specifications that apply to the project

### Observing

- Observing is done continually to ensure compliance with the specifications.**
- Thorough checking and diligent observation will result in good inspection.**

**Some of the typical items to be observed include:**

- Roadway preparation
- Handling of mix
- Equipment type and features
- Operation of equipment
- Traffic control
- Safety

### Sampling

- Sampling and testing of materials is a very important part of construction work.**
- Payment for many items of work is based on the compliance of tests performed on material that has been sampled.**
- Project sampling is often performed by contractor personnel, as directed and witnessed by the inspector.**
- The inspector will take custody of samples to be tested by the Agency or will assure that the samples cannot be tampered with.**

**Sampling procedures should conform to applicable agency requirements.**

### Testing

- Testing of materials to be incorporated into the project may be performed by the contractor, agency personnel, or by the inspector/plant monitor, depending on the material type, nature of the testing, project staffing, and specifications.**
- Testing procedures are normally found in contract documents.**

- ❑ All personnel involved in project sampling and testing should have received the appropriate level of training be qualified/certified to perform their duties.

### Documentation and Reporting

- ❑ Complete documentation of all phases of the work is necessary.
- ❑ Good records of each item must be kept to document payment to the contractor.
- ❑ Some items to keep in mind:
  - Keep complete, neat, accurate, and up-to-date records and reports
  - Submit reports on time
  - Include lineal, quantitative, and unit count measurements to support pay quantities
  - Complete the diary
    - You can never have too much information in the diary
    - Information found in a diary is useful to recreate events in the future
  - Keep daily traffic control records
    - For projects let under traffic quality control specifications, this is a contractor responsibility
    - Inform other inspectors and/or the supervisor of any irregularities