

Drilled Shaft Inspector Tutorial – The Inspector’s Role and Main Function

AT-TC3CN029-18-T1-JA01

Inspector’s Main Function Checklist

The drilled shaft inspector has several main functions throughout the construction project. Below is a checklist covering those main functions.

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.

Functions

- **Serve as the Department’s Representative**
- **Be a Recorder**
- **Be a Reporter**
- **Keep the Engineer Informed**

Serve as the Department’s Representative

- Serve as State's representative and ensure that each drilled shaft project is constructed based upon approved plans**
- Contractor is entitled to be paid for their work, providing it meets plans and specification requirements**
- Inspector serves as “eyes and ears” of engineer**
 - Does not have authority to direct contractor’s work
- Remember:**
 - Who you represent
 - Don’t unnecessarily delay or interrupt contractor
 - Your common goal

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Be a Recorder

- Make accurate, unbiased observations based on facts**
- Document events completely and consistently**
 - Someone may have questions about what occurred on your project after the fact and you will have to rely on your documentation as your only source of information
- Perform your duties promptly**
- Do not delay contractor**

Be a Reporter

- Complete forms and reports accurately**
- Always go to job site with current forms or reports**
- Provide all requested information accurately and completely**
 - Incomplete or improperly completed forms can call to question your documentation
- Keep forms and reports up-to-date**
- Do not attempt to recall from memory**
- Always keep paperwork current so you can answer a question at any time**

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Keep the Engineer Informed

- ❑ **Inspector serves as eyes and ears of engineer**
 - Inform engineer immediately if a situation arises so engineer is not blindsided
 - Develop a rapport with engineer
- ❑ **Keep engineer informed**
 - Communicate
 - Coordinate
 - Notify engineer soon enough to make a difference