BUREAU OF MATERIALS
MATERIALS PROCEDURES

MP NUMBER: 18-25
EFFECTIVE DATE: 03/03/2025

APPROVAL: *Edward Inman*

PROJECT DIARIES

PURPOSE:

To establish standard procedures and guidelines for maintaining Project Diaries

SUPERSEDES:

Materials Procedure Number 22 - Dated 07/01/2008.

DUTIES AND RESPONSIBILITIES:

I.   The RME shall:

> At the end of each calendar year, ensure that all team diaries are collected and filed in a secure location in the Regional Materials Headquarters for a period of at least seven years.

II.   The Principal Engineer shall:

A.   Designate to a team supervisor/lead inspector who is responsible for team activities, which shall include making accurate and complete entries in the project diary.

B.   Review the project diary monthly to ensure it is being maintained in accordance with this Materials Procedure.

III.   The Team Supervisor/lead inspector shall:

A.   Maintain at least one project diary for all projects assigned to the team.

B.   Designate someone to make entries in their absence.

C.   Document all information in ink.

D.   Record sick days, vacation days, administrative leave, and other pertinent information relative to personnel assigned to the team, including arrival and departure times.

E.   On a daily basis, list all tasks and their locations assigned to each employee.

F.   List weather conditions.

G.   List personnel using a state vehicle that is not assigned to them.

H.   Record the sampling location (station), quantity, and disposition of all material, including non-complying material.

I.   Record the names of any project related visitor. Explain the purpose of each visit.

J.   Record any instructions or requests by the RE, construction personnel, immediate supervisor, contractors, or any other individual related to the project.

K.   Record any problems relating to the projects and their resolution.

L.   Record important telephone calls with individual's name and telephone number.

M.   Ensure that all entries in the diary are signed by the individual making the entry.