

SECTION 154-RECORDS

Progress Records

3215. **Purpose.** Records of work progress should be kept:

- a. To simplify the preparation of accurate progress reports.
- b. To permit checking performance against the work programme.
- c. To provide data for future planning.

3216. The form of record should be simple and it must allow immediate comparison with the planned programme, to show performance at a glance.

3217. **Suitable Methods Are.**

a. **Use of work Programme.** The work programme itself can be used to record actual progress if two lines are allotted for each item of plant the second one being used to record performance and delays. This method does not quickly convey the overall picture, but it is valuable for checking output Figures.

b. **Bar Graph.** This form of chart can be adapted to any purpose, and is the clearest and quickest method of displaying relative performance (see Figure 73). On large works several charts can be kept, one to record progress on the main components of the work, the others to give details of each component. Quantities can also be shown against each phase, or for each day, week, or month.

c. **Line Graph.** Simple line graphs are often used to show a comparison between progress and programme (See Figure 32.1). They become confusion if a number of lines gave a common origin, or if they cross each other.

d. **Layout Plan.** Progress can be shown by coloring or marking in the road on a plan or sketch map. This method gives a quick general picture, but it is difficult to compare performance with planning and there is no record of difficulties or delays.

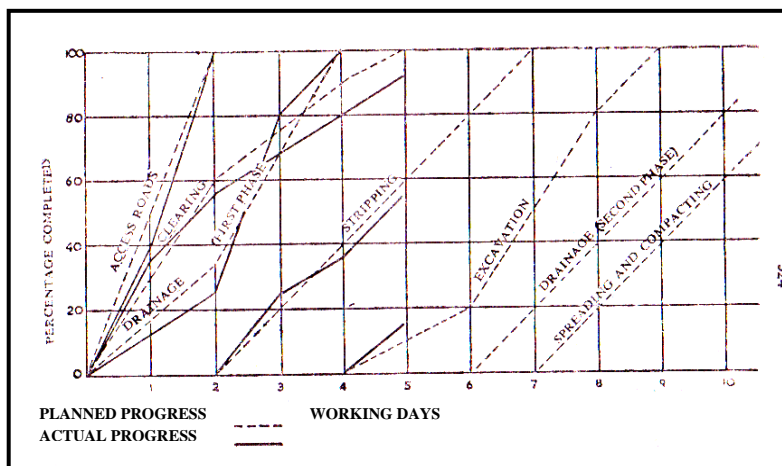


Figure 32-1— Example of Progress Chart (line Graph)

Plant and Equipment Records

3218. Standard Record and Servicing Forms Include.

AB 414 and supplement

AF W 5361 for tractors

AF W 5362 for graders

AB 408

Lubrication key diagrams (WO Code Nos. 6415 to 6422)

3229. The Following Manuscript Records are of Practical Value.

- a. Record of location and mechanical state of machines and equipment.
- b. Periodical equipment-use reports showing, under dates and shifts, whether the machine is actually working, under repair, or in reserve.
- c. Shift reports, giving details of task, number of trips or distance travelled, actual minutes worked per hour, time on servicing, and notes of delays or waiting time.

Work Output Record

RESTRICTED

3230. Records of actual output may be of great value for subsequent planning. They are compiled from work programmes, progress reports, and special reports on selected equipment or construction teams. Suggested headings for a detailed record are shown in Table 32.1.