**Section 811.505 Documentation**

a) A daily summary report shall be prepared by the CQA officer, or under the direct supervision of the CQA officer, during each day of activity. The report shall contain, at a minimum:

1) The date;

2) A summary of the weather conditions:

3) A summary of locations where construction is occurring;

4) Equipment and personnel on the project;

5) A summary of any meetings held and attendees;

6) A description of all materials used and references or results of testing and documentation;

7) The calibration and recalibration of test equipment;

8) The daily inspection report from each inspector.

b) Daily Inspection Reports

 Each inspector shall complete a daily inspection report containing the following information:

1) The location;

2) The type of inspection;

3) The procedure used;

4) Test data;

5) The results of the activity;

6) Personnel involved in the inspection and sampling activities; and

7) The signature of the inspector.

c) Photographic Records

 Photographs may be used as tools to document the progress and acceptability of the work and may be incorporated into the daily summary report, daily inspection report, and an acceptance report. Each photo shall be identified with the following information:

1) The date, time and location of photograph;

2) The name of photographer; and

3) The signature of photographer.

d) Acceptance Reports

 Upon completion of the construction of each major phase, the CQA officer shall submit an acceptance report to the Agency. The acceptance report shall be submitted before the structure is placed into service and shall contain the following:

1) A certification by the CQA officer that the construction has been prepared and constructed in accordance with the engineering design;

2) As-built drawings; and

3) All daily summary reports.