



# BUREAU OF MATERIALS MATERIALS PROCEDURES

**MP NUMBER: 22-08**

**EFFECTIVE DATE: 07/01/2008**

**APPROVAL: Eileen Sheehy**

## PROJECT DIARIES

### **PURPOSE:**

To establish standard procedures and guidelines for maintaining Project Diaries

### **SUPERSEDES:**

Materials Procedure Number 22 - Dated 10/01/2001.

### **DUTIES AND RESPONSIBILITIES:**

I. The RME shall:

At the end of each calendar year, assure 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 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 insure it is being maintained in accordance with this Materials Procedure.

- III. The Team Supervisor shall:
- A. Maintain at least one project diary for all projects assigned to the team.
  - B. Designate someone to make entries in supervisor's 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, including a temperature reading in the a.m. and the p.m.
  - 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. Assure that all entries in the diary are signed by the individual making the entry.