



BRIDGE CONSTRUCTION MEMO 3-3.0  
SECTION 3-MISCELLANEOUS RECORDS  
AND REPORTS

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## **Project Record Review**

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The Area Construction Manager (ACM) shall ensure that one Project Record Review be performed annually for each Structure Representative by a senior level engineer or the ACM.

The Project Record Review form (Form No. DSC –110) shall be completed for each review. The Project Record Review form can be found in Section 16 (Bridge Construction Forms) of the BCRP Manual and on the OSC intranet website link:

<http://onramp.dot.ca.gov/hq/oscnet/downloads/forms.htm>.

A copy of all completed Project Record Reviews shall be filed in Category 11, "Project Information" of the contract records and a copy will be sent to the Offices of Structure Construction Headquarters in Sacramento. Additionally, it is recommended that Senior Bridge Engineers place a copy of the review in their working file.

If inadequacies are found during a project record review, the reviewer shall conduct a Project Record Review within one month to verify that noted problems have been corrected.