



BRIDGE CONSTRUCTION MEMO 9-4.0
SECTION 9-FINAL RECORDS AND
REPORTS

June 28, 2006

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Report of Completion for Structures

All structures, including buildings and earth retaining structures, which have been assigned a structure/bridge number on the contract plans require a final Report of Completion. The Records Required Memorandum from the Headquarters Office of Structure Construction (OSC) in Sacramento will specify if a report of completion is needed. If there are questions regarding what final records are required, contact the appropriate OSC Headquarters Office Associate. View the OSC web page or call (916) 227-7777 if you need to verify the name of the current Office Associate assigned to your area.

A Report of Completion form shall be filled out for each structure (left and right qualify as individual structures) and submitted to the OSC Headquarters in Sacramento as soon as contract work is completed on each structure. Submitting the form electronically via Email is encouraged. Electronic transmittals should be sent to the OSC Headquarters Office Associate assigned to your area.

Do not wait until completion of all the structures or completion of the contract before submitting the individual structure completion reports. After OSC Headquarters logs the receipt of the completion report, the report is forwarded to the Office of Structure Maintenance and Investigations (OSM&I) where it is entered into BIRIS. OSM&I keep bridge books for every individual bridge in the State Highway inventory, thus creating the need to have individual completion reports for each structure.

The Report of Completion forms can be found in Section No. 16 of the Bridge Records and Procedure Manual (BCR&P). Form DS-OS-C3 shall be used for all non-building structures, and form DS-OS-C4 for buildings. They can also be downloaded in Word format from: <http://onramp.dot.ca.gov/hq/oscnet/> (under Downloads/Forms on the OSC main page).

The following is a brief checklist to assist the Structure Representative when preparing the Report of Completion form.

- Total cost recorded should include contract change orders. (Do not delay the report submittal while waiting for final accounting information. The estimated final cost is sufficient).
- List only the materials incorporated into the structure covered by the report. If the materials are common to more than one structure, this page of the report can be copied for inclusion in the Report of Completion for the other structure(s).
- The resin manufacturer's name should be listed under Deck Seal when Methacrylate treatment is used on a structure.

- If there are more than two items in the same classification, then the “Other” category at the bottom of the list should be utilized.
- When the structure is an earth retaining structure, the following should be used as a guide for classification of the non-standard material:
 - Tieback anchors.
 - Strand is under Prestressing Systems.
 - Grout is under Cement.
 - Bearing plate is under Structural Steel.
 - Mechanically Stabilized Embankment (MSE).
 - Manufacturer of the system is under Other.
 - Soil reinforcement is under Structural Steel.
 - Structural Backfill is under Fine Aggregate.
 - Soil Nail.
 - Soil Nail is under Reinf. Steel, Grade.
 - Grout is under cement.
- List the name of the utility owner and encroachment permit number (if available).
- List only construction details that are unusual or of special interest and use additional sheets if necessary. Include any attachments that are deemed appropriate by the Structure Representative and identify them in the Attachments section of the report.