



INSTRUCTIONS: FORM 119

INSTRUCTIONS FOR COMPLETION OF DSA 119 PROJECT INSPECTOR PERFORMANCE REVIEW

NOTE: All current forms & instructions are available on the Forms page on our website.

Form DSA 119 is to be used by DSA field staff to record information related to the performance of the project inspector for each project. Each completed form is to be uploaded to DSAbbox.

The form is to be completed as follows:

- At each site visit
- When specific information that shows non-compliant conditions or performance becomes known to the field engineer.

When a form is partially completed in order to record specific non-compliant conditions or performance, mark all non-relevant sections "N/A."

SPECIFIC INSTRUCTIONS:

Top portion – General Information:

Complete the top portion of the form by completing all required information.

The field engineer is required to discuss the results of each section of the form with the project inspector each time the form is completed.

It would be unusual to not discuss the form with the inspector. A reason for lack of a discussion must be listed.

Section 1 – Presence of Inspector:

This section is intended to record whether the project inspector is at the job site when work in progress requires the inspector to be present. Be aware that the inspector is not required to be present if the work is such that it can be inspected later.

Section 2 – Job File Review:

The field engineer must review the inspector's job file each time a site visit is made. Portions of the job file review may be made by examining the files/information in DSAbbox prior to arriving at the job site.

Section 3 – Deviation Reporting:

The field engineer is expected to observe construction and review conditions, reports, and other information such that he/she becomes aware of deviations. In this manner, deviations are "observed or otherwise known" by the field engineer and section 3 can be completed.

Section 4 – Verified Reports:

The field engineer is expected to observe construction and review conditions, reports, and other information such that he/she becomes aware of when verified reports are required to be filed. In this manner section 4 can be completed.