



Florida Department of Transportation

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GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450


JOSÉ ABREU
SECRETARY

November 3, 2003

THIS MEMO HAS EXPIRED

MEMORANDUM NO: 29-03

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: Ananth Prasad, State Construction Engineer 

COPIES: Bob Burleson (FTBA), Jim Warren (ACA), Tom Malerk, Gale Page, Dave Sadler, David Chason, Final Estimates Engineers

SUBJECT: CORRECTING ASPHALT REPORTS ON CONTRACTOR QUALITY CONTROL (CQC) PROJECTS

Over the past few months, several concerns have come up regarding the process of correcting asphalt reports when an error is detected. Some Districts, on CQC Projects, require all reports corrected beginning from the point of error to the latest report. By correcting numerous reports and possibly re-entering all the corrected information into the database is time consuming and a cumbersome job with no real value.

Chapter 6 of the Preparation and Documentation Manual (P & DM) addresses Field Records. It states that you never erase in any book and when corrections are to be made, you strike through the error and insert the correct data close to the error. All corrections shall be initialed and dated by the person making the correction.

This process shall be followed when corrections are made on all asphalt reports. When an error is detected that will require correcting report for more than two (2) Lots, then the correction will be shown on the latest report for that specific item, and reference will be made to the report with the corrected information where the error first occurred following the process mentioned above. All reports following the report where the error occurred will not require correction.

Chapter 9 of the P & DM will be updated to validate this change for future reference.

Please ensure that project personnel follow the above process on this subject.

If you have any questions, please contact David Chason in the State Construction Office at (850) 414-4171 (sc 994-4171).

AP/cw