



SC Project Record Review

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	01-21-2022	Original Issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for scheduling, performing, and disposition of project record reviews.

The project record review is used to fulfill the requirements of a project audit per [BCM F-3, SC Audit Program](#), by evaluating if project records are completed and filed as required by the SC business process detailed in the *Bridge Construction Records and Procedures Manual*.

Process Inputs

1. Form [SC-6301](#), *Project Record Review*
2. Project records

Procedure

1. All work associated with this process is charged as [Project Direct – Construction](#).
2. SC Staff:
 - a. Create and maintain complete project records per *Construction Manual, Section 5-102, Organization of Project Documents*.
 - b. Ensure that project records are accessible for review.
 - c. File completed [Form SC-6301](#), *Project Record Review*, in Category 63, *Project Completion Documents*.

3. SC Supervisors:
 - a. Perform one annual project record review for each Structure Representative per BCM F-3, *SC Audit Program*:
 - i. Evaluate if project records are being completed and filed as required by the SC processes (BCMs) detailed in the *Bridge Construction Records and Procedures Manual*.
 - b. If the project record review results in a score less than 70%, perform another record review within thirty days to verify deficiencies are corrected. Submit completed Form SC-6301, *Project Record Review*, to the Structure Representative for the project files, and a copy to the SC HQ Office Associate by email to sc.office.associates@dot.ca.gov.
4. SC Managers:
 - a. Confirm that SC Supervisors are completing project record reviews.
5. SC HQ Office Associates:
 - a. Receive and record project record reviews.
 - b. Track and report project record review.

Process Outputs

1. Completed Form SC-6301, *Project Record Review*.

Attachments

None