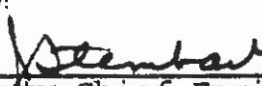


TO: Director, Preliminary Plan Review Bureau SUPERSEDED BY EB 82-018 EFFECTIVE 4/26/1982	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION SUBJECT: DOCUMENTATION OF INSTRUCTIONS TO INSPECTORS Subject Code: 7.30
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 77-29</u>
APPROVED:  Deputy Chief Engineer (Construction Subdivision)	Date: <u>6/7/77</u> Supersedes:

Deputy Chief Engineer (Highways) Letter No. 63-60 "Instructions To Project Engineers By the Engineer-In-Charge" dated August 15, 1963, is hereby rescinded.

Effective immediately the E.I.C. will no longer be required to document the fact that he has instructed his inspectors as to their duties.

However, it will still be the responsibility of the E.I.C. to see that each person working under his direction has sufficient knowledge of his duties and responsibilities to effectively perform his work assignment. This will include, but not be limited to, inspection procedures, documentation, and knowledge of the pertinent portions of the plans, proposal, standard sheets, and other department material.

It is highly recommended that each inspector, regardless of his experience, read the pertinent portions of the plans, proposal, specifications, addenda, standard sheets, and other Department manuals such as Steel Construction Manual, Materials Methods, Soil Mechanics manuals, MURK, and other related documents before the start of each phase of his inspection duties on each new project. Specifications, standards, details, and procedures change continually and reliance should not be placed on prior knowledge exclusively.

In summary, it is still the responsibility of the Engineer-In-Charge to see that his inspectors and project personnel know their duties, and how to handle their assigned tasks. If they need instruction, he shall see that they get it prior to commencing their assigned duties, but it will no longer be a requirement that he document such instruction.

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