



Pennsylvania

Department of Transportation

Reference Guide for TA-TCI Module: Inspection Overview

Acronyms, Key Important Terms, and Definitions

Assistant Construction Engineer: A PennDOT member of the inspection team that oversees many construction projects, typically over a multiple-county area.

Assistant Construction Manager: Supports the Construction Manager by coordinating daily field activities, assisting with oversight of inspection staff, and helping ensure work follows project requirements.

Assistant District Executive: A district-level leadership role that provides oversight, guidance, and decision-making support for construction operations within the district.

Chain of Command: The hierarchy of elevation that is used to address issues. The chain is from inspector to supervisor to manager to Assistant Construction Engineers/Managers (ACE/ACM) to Assistant District Executive.

Consultant: An external professional or firm hired to provide specialized services—such as design, inspection, or technical expertise—based on project needs.

Contract: The contract explains how the job should be completed and will include the special provisions as well as the Traffic Control Plan.

Contractor: The company responsible for performing the construction work according to the contract, specifications, and approved plans.

CS-901 Forms: Standard construction forms used to document project quantities, work progress, and payments, ensuring accurate recordkeeping and verification of completed work.

Documentation: This involves creating daily reports, including measurements, calculations, photos, other source documents, and descriptions of the operation the inspector was assigned to cover, along with recommendations for payment of the item of work if completed.

Drawings (also known as Plans): Detailed visual representations that define the project. An inspector will use them frequently to ensure the work is being performed according to plans and specifications.

ECMS: Engineering Construction Management System, a website used to manage construction projects, contracts, and agreements.

eConcrete App: Where information about every concrete placement on the project is recorded.

eConstruction: A digital alternative that allows documentation to be retained for as long as necessary. It contributes to more efficient results, faster project delivery, and increased cost savings.

Escalation: The process of elevating an issue to the appropriate level of the chain of command until it is resolved.

eTicketing App: Inspectors and contractors use the eTicketing app to help view supplier-generated tickets and then take action.

FHWA: Federal Highway Administration. A division of the U.S Department of Transportation, responsible for supporting the design, construction, and maintenance of our nation's highways, bridges, and tunnels.

Foreperson: A member of the contractor team that oversees and directs one or more construction operations on the project.

HHI: Heavy Highway industry. It is both construction and engineering that focus on the development, maintenance, and improvement of major transportation infrastructure.

IIC (Inspector-in-Charge): The lead inspector on a project who oversees the inspection staff.

Manager or (Transportation Construction Manager): A member of the inspection team who oversees the inspection for one large project or several smaller projects.

MCDocs App (Mobile Construction Documents): Designed to provide easy access through a unified gateway to construction-related documents from three disparate systems: the PennDOT SharePoint site, the Electronic Construction Management System (ECMS), and the PennDOT Project Collaboration Center (PPCC).

MCFA App (Mobile Construction Force Account): This app streamlines the paper trail for PennDOT and the contractor while performing force account work on the project. It allows for quicker reviews and approval times.

MCMPT App (Also known as the MPT App): Mobile Construction Maintenance and Protection of Traffic app. Inspectors use the MCMPT app to maintain traffic safety at project sites. Once logged in, the user does not need to maintain an Internet connection. The data will be stored on the device running the app. When the user has access to an Internet connection, the app will synchronize the data with PennDOT's databases.

MHL App (Miles and Hours Log): This is used to record the inspector's hours and mileage.

MPT (Maintenance and Protection of Traffic): Maintenance and Protection of Traffic (during construction). This work involves furnishing, installing, maintaining, and relocating traffic control devices. It may also include flagging and pilot car operations to guide traffic through the temporary traffic control zone and control dust. All work shall be done as specified in Publication 212, Publication 213, the MUTCD, the Special Provisions, Standard Drawings, the approved Traffic Control Plans (TCP), and as directed.

PennDOT (Pennsylvania Department of Transportation): The state agency that oversees the transportation system in Pennsylvania.

PennDOT Publication 2 -Project Office Manual: The Project Office Manual (POM) is a compilation of the Department's policies and procedures relating to field administration and inspection of construction contracts. Its purpose is to act as a reference for the appropriate District staff so they may perform their duties in accordance with Department policies and procedures.

PennDOT Publication 19 - Field and Laboratory Testing Manual: This outlines the procedures for selecting sampling sites in accordance with accepted probability sampling techniques.

PPCC (PennDOT Project Collaboration Center): This is the electronic filing system for digital record keeping and file sharing.

PSA (Project Site Activity) report: The official record of what happened on the jobsite.

PSA App: This app records daily reports and contractor payments and does not require an Internet connection. Some people refer to it as the MCPSA App.

Sample ID App (Sample Identification): Enables construction inspectors and materials engineers to submit an electronic TR-447 Sample ID form to have their samples tested by PennDOT's Materials Testing Lab.

Special Provisions: Additions and revisions to the Standard Specifications. They cover unique conditions pertaining to an individual project and are included in the Contract Documents.

Specifications: Critical reference documents that define what should happen in terms of materials, products, workmanship, and quality standards for a construction project.

Superintendent: A member of the contractor team that oversees all contractor operations, typically one larger construction project or several smaller projects.

Supplier: A company that provides materials, products, or equipment needed for construction activities.

TA (Technical Assistant): A person who participates in technical assignments to develop competency and skill in the elementary aspects of traffic planning and control; materials sampling, testing, and inspection, construction inspection, utility relocation, map preparation and production, roadside inspection, roadway maintenance management, and roadway materials control.

TA Job Description:

<https://careers.employment.pa.gov/Home/GetJobNameInfo?jobCode=10580>

TCI (Transportation Construction Inspector): A person who performs technical inspections of highway or bridge construction projects or materials testing work, which involves project safety, project records control, major highway occupancy construction, reconstruction projects, or contractor cost payment. Work involves projects that are characterized by operations, such as roadway overlays, widening, stabilization, earthwork, guiderail installation, and drainage.

TCI Job Description:

<https://careers.employment.pa.gov/Home/GetJobNameInfo?jobCode=10620>

The State Ethics Commission Act: Formerly known as the Public Official and Employee Ethics Act, this defines ethical conduct for people in a position of public trust. It provides guidelines on acceptable actions and prohibits the acceptance of gifts or favors from contractors.

VSIR App (Visual Site Inspection Report): This app provides inspectors with the ability to submit mandatory routine reports for construction sites to stay in compliance with the EPA's mandate to ensure proper operation of stormwater mitigation.

Work Zone: An area of a highway with construction, maintenance, or utility work.

Links to Reference Materials

ECMS, Engineering and Construction Management System:

<https://www.ecms.penndot.pa.gov/ECMS/SVCOMLogin>

Federal Highway Administration (FHWA) Home Page: <https://highways.dot.gov/>

PennDOT Home Page:

<https://www.pa.gov/agencies/penndot#sortCriteria=%40copapwpeffectivedate%20descending>

PennDOT Project Collaboration Center (PPCC):

<https://ppcc.penndot.pa.gov/siteminderagent/ppcc/PDUserSelector.fcc>

PennDOT Publication 2 - Project Office Manual:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/project-office-manual-pub.-2/465606>

PennDOT Publication 72M - Revisions to Standards for Roadway Construction (change number 12): [https://www.pa.gov/content/dam/copapwp-](https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub-72m/72m_2010_12/72m_2010_12.pdf)

[pagov/en/penndot/documents/public/pubsforms/publications/pub-72m/72m_2010_12/72m_2010_12.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub-72m/72m_2010_12/72m_2010_12.pdf)

PennDOT Publication 111, Traffic Control - Pavement Markings and Signing Standards:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/traffic-control-pavement-markings-and-signing-standards-publication-111/465534>

PennDOT Publication 148 - Traffic Standards - Signals: TC-8800 Series:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/traffic-standards-signals-tc-8800-series-pub.-148/465888>

PennDOT Publication 212 - Official Traffic Control Devices:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/official-traffic-control-devices-publication-212/465421>

PennDOT Publication 213 Temporary Traffic Control Guidelines:

<https://www.pa.gov/content/dam/copapwp-pagov/en/penndot/documents/public/pubsforms/publications/pub%20213.pdf>

PennDOT Publication 219M - Standards for Bridge Construction:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/standards-for-bridge-construction-pub.-219m/465745>

PennDOT Publication 408 – Specifications: https://www.pa.gov/content/dam/copapwp-pagov/en/pennDOT/documents/public/pubsforms/publications/pub_408/pub%20408.pdf

Public Official and Employee Ethics Act: <https://www.pa.gov/content/dam/copapwp-pagov/en/ethic/documents/ethics-act/ethics-act/documents/ethics%20act%20pdf.pdf>

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