



Pennsylvania
Department of Transportation

Reference Sheet for TA-TCI:

Introduction to Documentation

Acronyms, Key Important Terms, and Definitions

As-Built Drawings: The records of how a project was built. They are a marked-up version of the approved construction plans reflecting all changes made on the project. It is the inspection team's responsibility to capture and record project deviations on the official As-Built Drawing plan set.

Audit Trail: A chronological narrative of documents detailing everything that happened on a project. This includes any supporting documentation for payments, disputes, and project closeout, such as logs, photographic documentation, reports, change orders, and communications.

Concrete Inspector's Diary (CID): Located within the eConcrete app, it is used to record all key details related to concrete placements on a construction project.

Contract: A legally binding agreement that outlines the rights, responsibilities, and obligations of the parties involved in a construction project. As a reference document, it guides how work is to be performed, managed, and paid for.

Contractor Created Documents: Documents initiated by the contractor to communicate, verify, and clarify project requirements.

Document Management: A system or process used to capture, track, and store electronic documents such as PDFs, word processing files, and digital images of paper-based content.

Erosion and Sediment (E&S) Form: This form is used to document Erosion and Sedimentation Control inspections. These are conducted weekly or after a rainfall event of 1/4 inch or more. The form is also available in the VSIR app and may be referred to as Form I- Soil Erosion and Sedimentation Control.

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

eConcrete: A mobile app that ensures all concrete-related activities are properly documented and traceable.

eTicketing: A mobile app that allows Inspectors and Contractors to view supplier-generated tickets and take action.

Material Delivery Tickets: A delivery ticket that accompanies every load of materials the project receives. (See PennDOT form CS-4171).

Material Testing: Ensures that everything used on a project meets the standards for safety and compliance.

Mobile Construction Documents (MCDocs) App: A digital library for construction project documentation. It provides centralized, mobile access to reference documents and project-specific submittals, improving field efficiency, accuracy, and compliance.

Mobile Construction Maintenance and Protection of Traffic (MCMPT) App: A mobile app used by Inspectors to maintain traffic safety at project sites.

National Pollutant Discharge Elimination System (NPDES) Permit: A regulatory authorization required for facilities or activities that discharge pollutants into surface waters within the United States. In Pennsylvania, this program is administered by the Department of Environmental Protection (DEP) under the authority of the Clean Water Act and Pennsylvania's Clean Streams Law.

PennDOT Form CS-4171: An electronic certificate of compliance that must accompany all material deliveries to the jobsite. It is issued by the approved plant, material producer, or supplier and is uploaded to ECMS.

PennDOT Form CS-458A: Documents the compressive strength test results of concrete cylinder samples collected from the jobsite. This is submitted in the eConcrete app.

PennDOT Form CS-901: The Work Zone Traffic Control Compliance Checklist and Notification form lists all traffic control devices on a jobsite. The form is in the MCMPT app.

PennDOT Publication 2 – Project Office Manual (POM): A compilation of policies and procedures relating to field administration and inspection of construction contracts. Its purpose is to serve as a reference guide for the appropriate District staff.

PennDOT Form TR-478A: The Report on Compact Density Non-Movement form is used to document field compaction details where the compacted material shows no further visible movement or settlement.

Plans: Also known as blueprints or drawings, these are part of the contract documents and provide information and details (i.e., detailing dimensions and materials) to build roadways and structures. They include standard and project-specific drawings that demonstrate how to build the project, as well as the pay limits for the work.

PennDOT Project Collaboration Center (PPCC): The central electronic filing system for digital recordkeeping and file sharing.

Project Closeout: The process of finalizing a project after construction is complete. Closeout includes conducting a final inspection to verify that all work has been completed as per the project plan, ensuring that all documentation, including as-built drawings and records, is maintained and submitted for review, and closing out permits by notifying PennDOT that all permitted work has been completed or by PennDOT completing this action on behalf of the permittee.

Project Site Activity (PSA) report: The official daily record that captures all work activity on the jobsite.

Reference Document: A document that defines the scope of the project and the work the contractor must satisfy to complete the project and receive payment.

Sample Identification (Sample ID) App: 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.

Source Document: The Construction Inspector's official record of project activities, used to track contractor compliance, support payment, verify work quality, document project history, and provide evidence for resolving disputes or defending against claims.

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

Standards: Authoritative guidelines or established norms that define what should happen in terms of quality, safety, performance, and construction practices.

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

Transportation Construction Inspector (TCI): A person who performs technical inspections of highway and bridge construction projects and materials testing activities, with responsibilities that include project safety, records control, contractor payment verification, and oversight of major highway construction and reconstruction work. Projects may include roadway overlays, widening, stabilization, earthwork, guiderail installation, and drainage operations.

The Materials Book: A tool in ECMS that tracks and manages material certifications received on construction projects.

TR 447 Sample Identification Form: The form must be completed whenever material samples are taken in the field.

Visual Site Inspection (VSIR) App: Allows Inspectors to submit mandatory routine reports for construction sites to stay compliant with the EPA's mandate to ensure proper operation of stormwater mitigation. (See separate training requirements in reference materials.)

Wage Rate Interview: A weekly requirement to randomly interview 10% of a contractor's workforce to verify compliance with federal and state wage requirements.

Links to Reference Materials

ECMS, Engineering and Construction Management System:

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

NPDES Permit Site: <https://greenport.pa.gov/elibrary//GetFolder?FolderID=105622>

PA Publication 2 – Project Office Manual:

<https://digitalcollections.statelibrary.pa.gov/Documents/Detail/project-office-manual-pub.-2/465606?item=476139>

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

PennDOT Publication 8 - Construction Manual for Construction Project Inspection:
<https://www.pa.gov/content/dam/copapwp-pagov/en/pennidot/documents/public/pubsforms/publications/pub%208.pdf>

Pennsylvania Project Collaboration Center (PPCC):
<https://ppcc.pennidot.pa.gov/siteminderagent/ppcc/PDUserSelector.fcc>

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

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

Qualified Visual Site Inspection (QVSI) for NPDES Permit Training:

Overview: PA DEP offers self-paced, web-based training to become a Qualified Visual Site Inspector (QVSI), covering construction, inspection, maintenance, and compliance issues related to erosion and sediment controls. PennDOT adds agency-specific material, and the full training takes about 11 hours through the Clean Water Academy.

Both Commonwealth and non-Commonwealth employees will access the training as follows.

How to access the training:

Part 1: If you do not already have a Clean Water Academy login:

1. Go to the Clean Water Academy website: <https://pacleanwateracademy.remote-learner.net/>
2. Scroll down and click CONTACT US.
3. Under New Account Request, click REQUEST NEW ACCOUNT.
4. Fill out the required information (first name, last name, username, email).
5. It generally takes 1-3 business days for DEP to process the request.

Part 2: Once you have created a login, or if you previously had a Clean Water Academy login:

1. Log in to the Clean Water Academy website (same as the link above).
2. Click FIND LEARNING on the top (blue) menu ribbon.
3. On the left-hand side of the page, select Training Programs.
4. Find the PennDOT Qualified Visual Site Inspector Training Program and click on it.
5. Click **Go to program**.
6. You are now enrolled in the program.

Note: Once enrolled in a Training Program, it will also appear on your DASHBOARD.

The courses are as follows:

- How to Access the Qualified Visual Site Inspector Training Program
- E&S Manual Chapter 2: BMP Sequencing
- E&S Manual Chapter 11: Stabilization
- Installation and Maintenance of E&S Best Management Practices
- Proper Installation and Inspection of Stormwater Control Measures (SCMs)
- How to Complete the Visual Site Inspection Report
- PennDOT Qualified Visual Site Inspector Training

To begin a course, click on **Launch course**. Then, under Course Activities, click on the course part. Most courses have multiple lessons, and each lesson has a quiz at the end. A passing score is needed to receive credit for completing the course. You may re-take the quiz if you do not pass. **You will not be credited for completing the course part until you pass the quiz.**

After all the courses are completed, return to the page to the bottom, click the "List All Courses" link, then click the button to receive a record of completion. Retain the completion certificate in case you are required to present it.