

Appendix B

Appendix B - Update Procedure

B-100 General

This appendix discusses the update procedures established for revisions to the *Construction Manual*. Also, contained in this appendix are the forms required to suggest a revision to the *Standard Specifications for Roads, Bridges and Incidental Construction*.

The Construction Manual was developed to guide and assist Department personnel in the practices, policies, and procedures for inspecting, staking and documenting construction projects. Because inspection, staking and documentation practices and procedures undergo changes through time, this manual must likewise undergo changes to retain its usefulness as a comprehensive, up-to-date technical reference. Manual updates may be required by changes in:

- construction techniques and procedures,
- operating practices, and
- organizational structure, responsibilities, and relationships.

To ensure orderly, logical, and timely updating of the manual, certain responsibilities must be designated and specific procedures must be followed. These responsibilities and procedures are set forth in this appendix.

B-101 Responsibilities

The Transportation Construction Administrator will have basic responsibility to make sure the content of the Construction Manual is kept current. To help achieve this, the Transportation Construction Administrator will appoint a Construction Manual Panel and a Construction Manual Coordinator.

B-102 Construction Manual Panel

The Construction Manual Panel will consist of six to eight selected Department personnel with responsibilities for and demonstrated expertise in construction. Panel members will meet periodically to (1) review the adequacy of the manual in light of developments in the state of the art, (2) deliberate the merits of proposed revisions or additions, (3) determine the exact form of proposed changes, and (4) submit recommended changes to the Construction Administrator for review and approval.

The panel will consist of a representative from the Office of Construction, representative of each of the construction districts, and other key Department employees who have specialized background and knowledge in particular fields related to construction, maintenance, design, traffic, and materials.

B-103 Construction Manual Coordinator

The Construction Division Chief will designate an individual to serve as the Construction Manual Coordinator, charged with managing the updating of the manual. The Coordinator coordinates the activities and chairs the meetings of the Construction Manual Panel.

Between panel meetings, the Coordinator receives all suggested changes to the manual and simplifies the panel's

work in advance by grouping and consolidating the suggestions. Suggested revisions should be submitted to the Construction Manual Coordinator in the format shown in Figure B-1.

Figure B-1 Suggested Revision to Construction Manual Form

State of Connecticut Department of Transportation Construction Manual Update Request	
Memo to:	Construction Manual Coordinator
Subject:	Suggested Revision to the Construction Manual
Date:	_____
Suggested by:	_____
Suggested Change:	_____ _____ _____
Reason for the Change:	_____ _____ _____ _____
Backup Source Data:	_____ _____ _____ _____
Recommendation concurred with by:	_____ Date: _____
	Signature District Engineer/Assistant District Engineer

The Coordinator notifies the panel members of the regularly scheduled meetings and prepares the agenda for the

deliberations. He/she leads the discussion of the collected suggestions as well as of any proposed by the panel members. The Coordinator ensures that the meeting produces consensus decisions about which changes will be made and how they will appear in the manual.

The Coordinator sees that the adopted changes are prepared in final format after obtaining necessary approvals, checked for correctness, posted on the Departments network for access via computer, reproduced in sufficient quantities, and distributed to all manual users. The Coordinator also maintains a current List of Revisions, Figure B-2, so individual manual holders may check periodically to ensure that all revisions have been incorporated into their manuals. Revision changes will consist of the month and year. For example, July 2005 Rev.

Figure B-2 List of Revisions

State of Connecticut Department of Transportation Construction Manual			
List of Revisions			
<u>Revision No.</u>	<u>Date</u>	<u>Page</u>	<u>Brief Description</u>

B-104 Types of Changes

Over time, several different types of changes to the manual can be expected. These include:

- Revisions—changing the existing information or the way it is presented through modifications of procedures, techniques, quantities policies, organizational structure, responsibilities, and so forth.
- Additions—providing new information about an existing topic or addressing an altogether new subject not currently treated. This includes the insertion of tables, graphs, and other illustrations to clarify or expand on the information presented in the text.
- Deletions—removing information that is no longer correct or useful.

Regardless of the type of change, it is important that other chapters and sections of the manual be carefully reviewed to ensure that a change at one location does not conflict with other sections, charts, or tables in the manual.

B-105 Sources of Changes

Changes to the manual come from several sources. One generalized source can be called the state of the art, which encompasses the broad range of developments in construction practice and procedures, including changes in materials and work methods. Most of these changes will be instigated through reports documenting research and development done by AASHTO, FHWA, TRB, and other recognized agencies. The Construction Manual Panel should regularly review these publications and discuss the merits of adopting the new or revised criteria.

Another source is that of special provisions, memorandums, and even oral instructions. These often evolve into normal but unofficial practices and procedures. By incorporating them, the Construction Manual assembles, consolidates, and standardizes them; makes them official; and puts them at the disposal of all design personnel and other manual users.

Changes in organization and management often trigger the need for changes in the manual. When the organizational structure and/or operating policies are changed, the responsibilities and relationships of organizational units usually need redefinition. Such changes must be clearly documented in the manual.

Finally, those individuals who regularly use the manual can provide valuable assistance in identifying needed updating and improvements. They do this individually by submitting their personal suggestions, and they do it collectively by demonstrating which parts of the manual are most used, which need expansion or simplification, and which parts are seldom used.

B-106 Procedures for Making Changes to Construction Manual

Changes in the manual may be described as urgent or normal. Urgent changes include all those of a critical nature that call for immediate implementation of a new criteria or procedure by issuance of a Construction Memorandum that will be in effect until the next manual update. Normal changes are those that can be accumulated for publication at regularly scheduled intervals.

Frequent changes can result in confusion and error; therefore normal changes will be made twice a year in the months of January and July. Even urgent changes implemented by memorandum until the next update should not be made too often.

The regular meeting of the Construction Manual Panel should be scheduled at least twice a year and far enough in advance of the update publishing date to provide time to review, request approval and incorporate approved revisions. Individuals who have proposed a change may be asked by the Manual Coordinator to attend a meeting so that they can discuss their proposed change.

When an urgent change is implemented by Construction Memorandum, the Coordinator should call a special panel meeting to discuss the change and begin the process of developing a final published form of the revision necessary to update the Construction Manual.

Drafts of proposed new or revised material are submitted to the Transportation Construction Administrator for review and approval. Once changes are in final form, they should be submitted to FHWA for approval to be applied to Federal-Aid Projects.

Changes to the manual should be written (and illustrated) in the same style as the original text. Updated material should be clear and concise. The Coordinator should take the lead in ensuring these qualities.

When new pages are created because the changes do not fit onto the existing number of pages, the insertions will be

made by one of the following methods. The Chapter will be modified from the point of the change to the end or new pages with letter suffixes after the page numbers will be inserted. For example, two new pages between 1-311 and 1-312 become 1-311a and 1-311b.

Individual pages are not dated in the initial publication. However, when revisions are made to a page, or a new page is added, the revision date should be clearly shown in the footer opposite the page number on each revised page. For example, "Revised July 2005." This will provide for easy distinction between new sheets and outdated sheets.

When significant changes have occurred in a Volume an intermediate version of that Volume will be issued. The various iterations of the Volume will have a label placed in the footer next to the chapter name along with a date for the version (i.e ver. 1.1 Oct. 2005, ver. 1.2 April 2006, ver. 1.3 Oct. 2006, etc.). Edit marks will be used in the intermediate versions to identify revisions.

As changes are made to the Construction Manual, the Table of Contents will be revised to show revision dates for figures, Sections or Chapters in the right hand column.

The loose-leaf format of the Construction Manual makes updating a quick and simple task. Users should be encouraged to keep their copies up to date. The Coordinator should issue changes on sheets that are punched to fit the manual's binder.

It is essential that the Manual Coordinator maintain a current list of the names and addresses of all individuals who have been issued copies of the Construction Manual so that updated materials can be distributed to all users. Periodically, those who no longer are users of the manual should be deleted from the list.

When revised materials are distributed, the specific changes in the text and illustrations should be summarized in the letter of transmittal so that users will not have to search to identify them.

Periodically the Construction Manual will be reprinted with no edit marks. These major reprints will be labeled ver. 2.0, ver. 3.0, ver.4.0, etc. in the header.

B-107 Suggesting Revision to the Standard Specifications

All requests for the review of specification changes should be submitted to the Construction Administrator by the District Engineer or Assistant District Engineer in format shown in Figure B-3. An electronic copy of both the recommendation memorandum and the recommended changes should be attached to the memorandum.

The Office of Construction will review the proposed changes and if in agreement, will submit the recommendation to the Department's Specification Committee. A copy of the submittal will also be sent to the District Engineers, the Director of Research & Materials, each of the Specification Committee representatives from Construction and Research & Materials, and to the person who recommended the specification change. If any of the Specification Committee representatives has any question or concern with the submittal, they should contact the Construction Division Chief prior to the Specification Committee meeting so that the issue may be reviewed and, if necessary, adjusted.

If the Office of Construction does not agree with the proposed specification change, a memorandum will be sent back to the person who recommended the specification change and his/her respective District Engineer or Director.

