



TCCC Basic Construction and Maintenance Documentation – Improving the Daily Diary

Web-based Training

This training was developed by the Transportation Curriculum Coordination Council (TCCC) in partnership with NHI to help improve documentation on construction and maintenance projects. The training was prepared by State DOT personnel for State DOT personnel. It is the first training of its kind offered by NHI, and we would like to give special recognition to the TCCC for their efforts. It contains good practices from various agencies. This training is intended to assist you with proper documentation on a construction or maintenance project. It is important that the information in the daily diary kept for projects are accurate, correct, and factual to insure proper payment and to avoid lawsuits.

Please note that the terminology may differ slightly from DOT to DOT; for example, the document may also be referred to as a Daily Work Report. Each State agency/company has their own requirements, which the viewer needs to review and follow.

NHI is hosting this and other TCCC Web-based developments to serve a critical need for training. We need your feedback to determine whether we should continue posting other Web-based trainings like this one. Please take the time to complete the evaluation form provided at the end of the training, or email nhimarketing@dot.gov with your feedback.

OUTCOMES: Upon completion of this training, participants will be able to:

- Compose a complete and correct daily diary
- Recognize the importance of daily diary entries

TARGET AUDIENCE: This training is designed for Level I and Level II State/local public agency personnel and their industry counterparts involved in the construction, maintenance and testing process for highways and structures. Level I or Entry refers to employees/trainees with little to no experience in the subject area and perform his/her activities under direct supervision. Level II or Intermediate refers to employees that understand and demonstrate skills in one or more areas of the entry level and perform specific tasks under general supervision.

TRAINING LEVEL: Beginner

LENGTH: 1 hour

CEU: 0 Units

FEE: FREE

CLASS SIZE: Minimum: 1

REGISTRATION: Register online at www.nhi.fhwa.dot.gov. If you are a new NHI Web site user, complete the user profile to create a NHI User ID and password. Once you login, add the course to your shopping cart and proceed to checkout. When the checkout process is completed, you will receive an e-mail with instructions for accessing this WBT.

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TCCC training is now available for enrollment through NHI. For questions about enrollment, help with your User ID, or if you have forgotten your password, e-mail nhiwebmaster@dot.gov.



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