

AC NO: 150/5370-6

DATE: 3/16/70



# ADVISORY CIRCULAR

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

**SUBJECT:** CONSTRUCTION PROGRESS AND INSPECTION REPORT--FEDERAL-AID AIRPORT PROGRAM

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1. **PURPOSE.** This circular provides for a report on construction progress and inspection of Federal-aid Airport Program (FAAP) projects, suggests a form for the report, and recommends use of the form unless other arrangements already exist to obtain the type of information provided by the form.
2. **RESPONSIBILITY FOR SUPERVISION AND INSPECTION UNDER FAAP.** The prime responsibility for supervision and inspection of construction work under FAAP is with the airport sponsor (owner). The FAA Airports field office does have, however, a responsibility to make periodic inspections. The frequency of such inspections by FAA representatives should be sufficient to insure that the sponsor's engineer is providing adequate and competent engineering supervision and inspection during all stages of the work and that the work complies with the approved plans and specifications.
3. **FAA NEED FOR INFORMATION.** In order to meet the above responsibility, FAA needs information as to what work is in progress, completed, or planned; recent testing; and problem areas. This information can be obtained in a convenient manner and in an appropriate time frame through use of a weekly report form.
4. **DESIGN AND USE OF FAA FORM 5370-1.** The form (a facsimile is attached as Figure 1 and 2) is designed to be submitted weekly by the airport sponsor's engineer to that FAA Airports office which is the usual point of contact for FAAP work. Weekly submission of such information will facilitate scheduling of project inspections by FAA personnel and thus expedite acceptance of the work. It is intended that one copy of FAA Form 5370-1 be submitted for each construction contract in progress.

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Initiated by: AS-580

5. EXCEPTION. In some localities there exists previously established satisfactory arrangements to obtain the type of information provided by the form. In these cases, the area manager or regional counterpart may continue that arrangement in lieu of using the form.
6. IDENTIFICATION AND SUPPLY. The form is identified as "Construction Progress and Inspection Report--Federal-Aid Airport Program", FAA Form 5370-1. It does not require postage. This advisory circular and the accompanying form will be discussed in detail with the sponsor's engineer and a supply of the forms will be furnished by the FAA Airports representative at the preconstruction conference.



Chester G. Bowers  
Director, Airports Service

Form Approved  
Budget Bureau No. 04-R0188

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		WEEK ENDING
CONSTRUCTION PROGRESS AND INSPECTION REPORT Federal-Aid Airport Program		FAAP PROJECT NUMBER 9.
AIRPORT NAME		
TYPE OF CONTRACT		CONTRACTOR'S NAME
1. ROUGH ESTIMATE OF PERCENT COMPLETION TO DATE OF CONSTRUCTION PHASES (Include items such as Clearing, Grading, Drainage, Base, Surface, Lighting, etc.)		
2. BRIEF OUTLINE OF WORK COMPLETED OR IN PROGRESS THIS WEEK		
3. BRIEF WEATHER SUMMARY THIS WEEK INCLUDING APPROXIMATE RAINFALL AND PERIODS OF BELOW FREEZING TEMPERATURE (On earthwork jobs, include soil conditions)		
4. CONTRACT TIME		5. BRIEF SUMMARY LABORATORY AND FIELD TESTING THIS WEEK
CHARGED TO DATE	LAST WORKING DAY CHARGED	
6. WORK BY CONTRACTOR ANTICIPATED FOR NEXT WEEK		
7. PROBLEM AREAS OR OTHER COMMENTS (Revisions to plans and specifications approved or denied, delays, difficulties, etc.)		
SPONSOR'S INSPECTOR OR REPRESENTATIVE		
TYPED OR PRINTED NAME AND TITLE		SIGNATURE
		DATE

**INSTRUCTIONS FOR PREPARATION OF FAA FORM 5370-1 (4-70)**

**CONSTRUCTION PROGRESS AND INSPECTION REPORT  
FEDERAL-AID AIRPORT PROGRAM**

This preaddressed form is to be filled out, with ballpoint pen or typewriter, at the end of each work week by the Sponsor's inspector on the FAAP project, folded with the return address out, fastened, and mailed to the address shown below. No postage is required since the postage has been prepaid by the Federal Aviation Administration.

Submit one copy for each weekly report. If additional space is required to complete any of the items, continue on a separate sheet of plain paper, identifying it with the FAAP project number, fold and insert inside the report before mailing.

If additional blank copies of the form are required, submit your request to the address provided below.

GPO 891-540

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**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$500.**



**POSTAGE AND FEES PAID  
FEDERAL AVIATION ADMINISTRATION**

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**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300.**



**POSTAGE AND FEES PAID  
FEDERAL AVIATION ADMINISTRATION**