

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : 1                      Effective Date :  
Chapter : 2                      Revision Date : 11/09/1993  
Section : 1                      Subject : **POLICIES FOR PLAN IN HAND INSPECTIONS**  
Directive : 1

1. **PURPOSE.** The purpose of this directive is to establish the composition of a plan in hand party and a uniform procedure for making all plan in hand inspections.
2. **DEFINITION.** A plan in hand inspection is a field inspection made with preliminary plans of the proposed project by representatives of the Design Sections (Bridge and/or Road), Construction Section, District, Consultant (if applicable), and Federal Highway Administration (if applicable).
3. **ATTENDANCE.** In order to efficiently and effectively accomplish the inspection, it will be the policy of the Department to limit the number of participants for a plan in hand party to the minimum possible at all times. Therefore, the designated members of the party should not invite any members of their staff, or others, unless their presence is imperative.

The plan in hand party will be composed of preferably one (1) representative each of the Road Design Section, Bridge Design Section (if required), Construction Section, Consultant (if required), District Engineer (Construction), District Engineer (Maintenance), Project Engineer, and Federal Highway Administration (if required).

4. **RESPONSIBILITY.** The Design Section representative will be in charge of the plan in hand party and will be responsible for scheduling the inspection, moving the party efficiently, ascertaining that the plans are marked up to include the names of the members of the plan in hand party, revisions, and other pertinent information provided by the plan in hand party; scheduling the Office Review (if required); and preparing and distributing the Memorandum Review. The marked up plan in hand prints will be retained by the Design Section after the Memorandum Review is completed. If the plans are prepared by a consulting engineering firm, the representative of the firm will be responsible for marking up a set of plans from the Department's plan in hand prints.

The plan in hand prints will be preliminary in nature and will include the following information, when applicable.

- a. Required typical sections (Road and Bridge)
- b. Traffic Data
- c. Plan profile with required topography, proposed construction and existing and required R/W
- d. Drainage map
- e. Approximate quantities
- f. Borings (Shallow and Bridge)
- g. Cross Sections
- h. Pile sizes and design loads
- i. Utility locations
- j. Construction sequence for unusual situations

The Design Sections will distribute the plan in hand prints and a summary of the predesign decisions to the applicable sections when the request for a plan in hand is made.

An Office Review will be scheduled as soon as possible after the Plan in Hand Inspection only when a problem cannot be resolved by the members of the plan in hand party. The Office Review will include all members of the plan in hand party and the Chief Location and Design Engineer, or his designated representative.

5. **OTHER ISSUANCES AFFECTED.** All directives, memoranda, or instructions issued prior to this directive which are in conflict are rescinded.
6. **EFFECTIVE DATE.** This directive will be effective upon receipt.

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