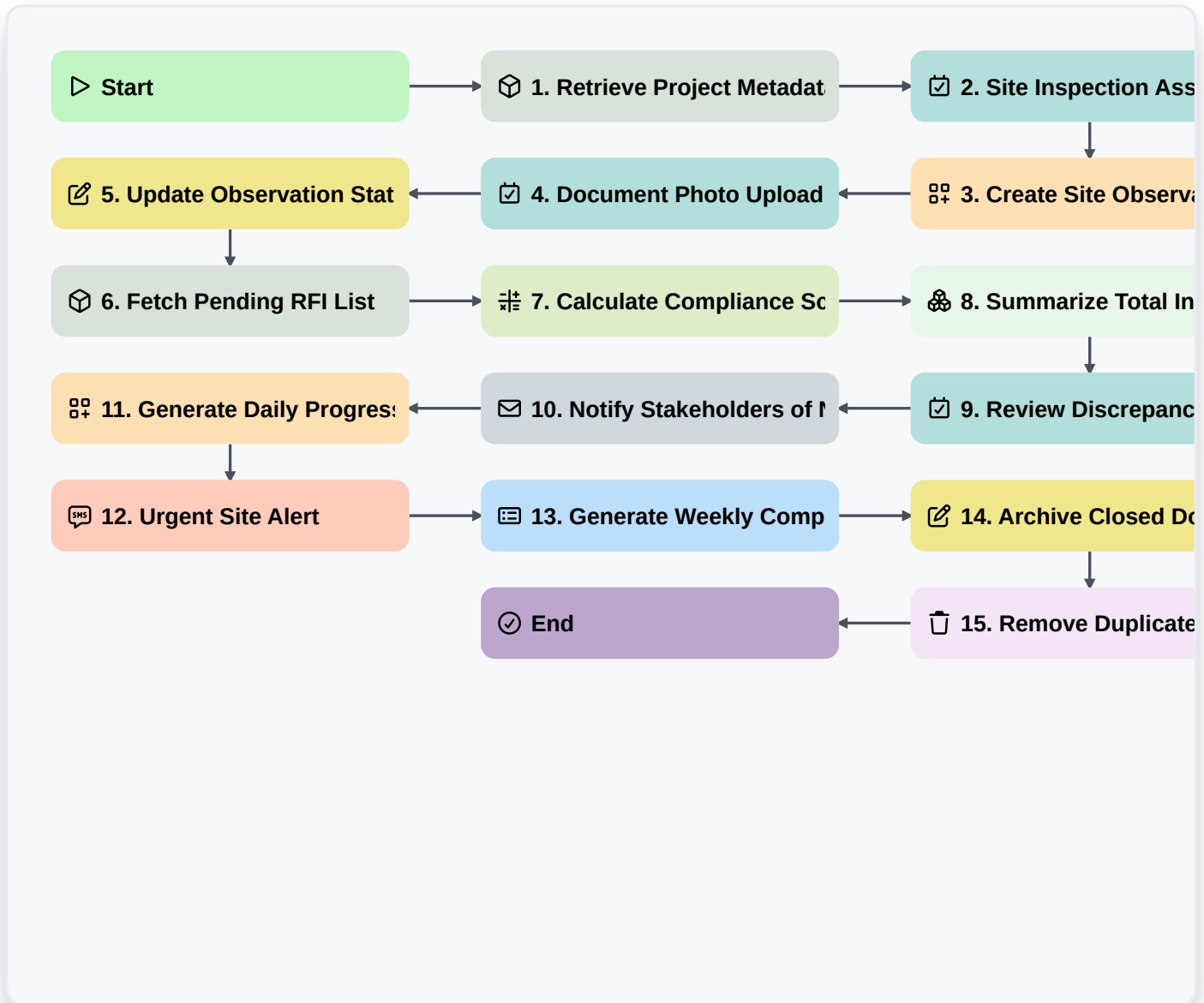


# Construction Documentation And Record Keeping Workflow



## ▶ Start

Start of the Workflow/Process.

## 📦 1. Retrieve Project Metadata

Fetch core project details (Site Name, Project Manager, Deadline) from the Project Data Model to populate the workflow context.

## 📝 2. Site Inspection Assignment

Create a task for the Field Engineer to perform the initial site walkthrough and document existing conditions.

## 📄 3. Create Site Observation Log

Generate a new entry in the 'Site Observations' data model to begin recording specific site findings.

## 📝 4. Document Photo Upload

Assign a task to the Site Supervisor to upload required photographic evidence to the specific observation entry.

## 📝 5. Update Observation Status

Update the status of the Site Observation entry from 'Pending' to 'Completed' once photos are verified.



## **6. Fetch Pending RFI List**

Retrieve all open Requests for Information (RFIs) related to the current project phase.

## **7. Calculate Compliance Score**

Execute a formula comparing the number of completed safety checks against the total required checks to determine a compliance percentage.

## **8. Summarize Total Inspection Costs**

Aggregate all cost entries from the 'Inspection Fees' data model to calculate the total expenditure for the current phase.

## **9. Review Discrepancy Report**

Create a task for the Project Manager to review any discrepancies found between the as-built documentation and the original blueprints.

## **10. Notify Stakeholders of Non-Compliance**

Send an automated email alert to the Project Owner and Safety Officer if a critical safety violation is recorded.

## **11. Generate Daily Progress Report**

Create a new entry in the 'Daily Logs' data model, pre-populated with data from the current day's tasks.

## **12. Urgent Site Alert**

Send an SMS to the Site Foreman if an urgent 'Stop Work' order is documented in the system.

## **13. Generate Weekly Compliance Report**

Create a formal PDF/Summary report aggregating all completed inspections and site observations for the week.

## **14. Archive Closed Documents**

Update the 'Is\_Archived' flag to true for all documentation entries associated with the completed project phase.

## **15. Remove Duplicate Entries**

Delete erroneous or duplicate entries created during manual data entry errors to maintain data integrity.

## **End**

End of the Workflow/Process.