

Part 512 – Construction

Subpart F – As-Builts

512.50 General

- A. “As-builts” are a set of drawings and specifications that depict the actual as-built conditions of the completed construction and provide the owner with a permanent record of each project feature. As-built drawings and specifications are also known as “redlined” or “record” drawings and specifications. These drawings and specifications are important in providing critical information for those physical features of the structure that are not visible following completion of the project installation. Note that the term “as-built drawings” refers to all plans and specifications that have been altered during construction.
- B. As-builts may be prepared by the project engineer or by an architect-engineer (A&E) firm, if applicable. If the A&E firm is responsible for preparing as-builts, the A&E’s working set of as-builts must be reviewed at least monthly by the project engineer, until completion of the final as-builts.
- C. All changes (no matter how minor) and clarifications are entered on the as-built documents. Changes and clarifications refer to shop drawings, field engineering change proposals, change orders, modifications, and requests for information that have been reviewed and approved by the Government.

512.51 Scope

- A. As-built drawings must be prepared for all major (classes VI to VIII) structural works of improvement and for all inventory size dams. As-built drawings must also be prepared for any engineering job approval class structures when any of the following apply:
- (1) Another government entity or agency requires as-built plans (for example, statewide utility notification system for buried pipes).
 - (2) The final installed plans are required to properly locate structural features and perform operation and maintenance (for example, pipeline system where the as-built shows the final location of valves, drains, and pipe sizes).
 - (3) Future plans could include additions to the present structure, adaptations, or both (for example, plans include the extension of the pipeline system).
- B. As-built drawings for structures in the engineering job classes I to V will be prepared as determined by the State conservation engineer (SCE).

512.52 Documentation

- A. Recording Changes.—All changes during construction must be recorded on the drawings or in the specifications to indicate as-built conditions. The SCE must outline procedures for supplementing the design report to include analysis and supporting data. If a structure is altered at any time following initial completion, the as-built plans must be retrieved and revised to indicate the alterations. After the drawings have been revised to include the additions and modifications, updated as-built plans will be redistributed to the same offices or entities as the original as-built plans.
- B. Labeling.—Each sheet of the completed as-built drawings must be clearly identified as “AS-BUILT.” The title sheet of the drawings must list the contractor, contract number, construction completion date, names of the Government quality assurance (QA) inspectors, and final amount of

the contract. The title sheet must also contain the name of the Government representative (GR) or contracting officer's representative (COR) and his or her signature to certify that all work under the contract was installed in accordance with the as-built drawings and specifications and that the as-built documents are a true and correct record. Similarly, if construction oversight and QA is provided by an A&E firm, the title sheet must include all of the information listed above, the name and address of the firm, and the name and contact information for the firm's president.

C. Checking.—Following construction, the as-built plans must be certified complete by the COR, project engineer, GR, or A&E engineer of record. The certifying individual must initial each sheet of the drawings and sign the title sheet. The as-built drawings must be submitted to the NRCS office that has the technical responsibility for the project work and be available for future reference.

D. Reproduction.—After NRCS review and approval, these marked-up drawings may be digitized in a noneditable format. Paper copies, electronic copies, or both will be transferred to each sponsor or owner of the project, the local NRCS office that had responsibility for the project, the State office, and other outside governmental agencies requiring documentation. Follow Title 120, General Manual (GM), Part 408, Subpart D, Section 408.63, for transferal of copies of the as-built plans and specifications.

E. Operation and maintenance information, including shop drawings for equipment that was installed for the project, practice, or both must be included with the as-built drawings for the sponsors, owner, or operator. It is recommended that operation and maintenance information also be available in electronic format, if possible.

F. As-builts prepared for conservation engineering practices, when required under section 512.51 of this subpart, must be maintained at the local NRCS office and may be provided to the landowner-operator following completion and acceptance of the work.

512.53 Disposition

For the disposition of as-built files, see 120-GM, Part 408, Subpart D, Section 408.63, under file code 210-12-11.