



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: Construction Progress and Inspection
Report—Airport Improvement Program (AIP)

Date: 9/29/08
Initiated by: AAS-100

AC No.: 150/5370-6D
Change:

1. **PURPOSE.** This advisory circular (AC) provides guidance for reporting construction progress of projects under the Airport Improvement Program (AIP).
2. **APPLICATION.** The Federal Aviation Administration recommends the guidelines and standards in this AC for airport construction projects. This AC does not constitute a regulation and in general is not mandatory. However, use of these guidelines is mandatory for construction projects funded under the Airport Improvement Program (AIP). Mandatory terms such as “must” apply only to those who undertake construction projects using AIP funds.
3. **RESPONSIBILITY FOR SUPERVISION AND INSPECTION.** The airport sponsor (owner) has primary responsibility for supervision and inspection of construction work under the AIP. The FAA Airports Division/District/Field Offices are responsible for monitoring the project to ensure the terms and conditions of the grant agreement are met, to maintain a broad overview of the construction to be reasonably certain the work is accomplished in accordance with the plans and specifications, and to evaluate the adequacy of the sponsor’s construction inspection.
4. **FAA NEED FOR INFORMATION.** In order to meet the above responsibility, the FAA needs information as to what work is in progress, completed, or planned; recent testing; and problem areas. This information is discussed at the preconstruction conference and can be obtained in a convenient manner in an appropriate timeframe through use of FAA Form 5370-1, Construction Progress and Inspection Report. Use of this form is not mandatory. The sponsor may prepare and use customized forms.
5. **USE OF FAA FORM 5370-1.** FAA Form 5370-1, Construction Progress and Inspection Report (see Appendix 1), or a form that provides equivalent information, must be maintained by the sponsor’s engineer and submitted to the appropriate Airports Division/District/Field Office upon request. If any problems, delays, or adverse conditions occur that will affect the project, the engineer should submit an interim report to the FAA.
6. **PRINCIPAL CHANGE.** FAA Form 5370-1 was reapproved through February 28, 2011, by the Office of Management and Budget.
7. **CANCELLATION.** This AC cancels AC 150/5370-6C, *Construction Progress and Inspection Report—Airport Development Aid Program*, dated September 29, 2007.
8. **COPIES OF THIS AC.** This AC can be found on the Federal Aviation Administration (FAA) website at http://www.faa.gov/airports_airtraffic/airports/resources/advisory_circulars/.
9. **COPIES OF FAA FORM 5370-1.** This form can be found on the Federal Aviation Administration (FAA) website at <http://forms.faa.gov>.

Michael J. O'Donnell
Director of Airport Safety and Standards

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OMB Approved 2120-0569
Exp. 2/28/2011

 U.S. Department of Transportation Federal Aviation Administration		CONSTRUCTION PROGRESS AND INSPECTION REPORT		Period Ending
		AIRPORT GRANT PROGRAM		Project Number
Airport Name				
Project Description			Contractor's Name	
1. Rough Estimate of Percent Completion to Date of Construction Phases <i>(include items such as clearing, grading, drainage, base, surface, lighting, etc.)</i>				
2. Work Completed or in Progress this Period				
3. Brief Weather Summary this Period, including Approximate Rainfall and Periods of Below Freezing Temperature <i>(On earthwork jobs, include soil conditions)</i>				
4. Contract Time		5. Summary of Laboratory and Field Testing this Period <i>(note failing tests and any retests. Summarize out-of-tolerance.)</i>		
No. Days Charged To Date	Last Working Day Charged (Date)			
		Material <i>(Identify material subject to pay reduction.)</i>		
6. Describe Anticipated Work by Contractor for Next Period				
7. Problem Areas/Other Comments <i>(Revisions to plans and specifications approved or denied, delays, difficulties, etc. and actions taken.)</i>				
SPONSOR'S INSPECTOR OR REPRESENTATIVE				
Date	Typed or Printed Name and Title		Signature	

FAA Form 5370-1 (6-08) Supersedes Previous Edition

Paperwork Reduction Act Statement: This form allows the FAA to collect information about construction projects to ensure the terms and conditions of grant agreements are met, to maintain a broad overview of the construction to be reasonably certain the work is accomplished in accordance with the plans and specifications, and to evaluate the adequacy of the sponsor's construction inspection. It is estimated that it will take approximately 5-80 hours to fill out the form depending on the complexity. No assurance of confidentiality is necessary or provided. It should be noted that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0569. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC, 20591, Attn: Information Collections Clearance Officer, AIO-20.

Form 5370-1, Construction Progress and Inspection Report