

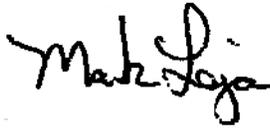
Memorandum

*Flex your power!
Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: April 22, 2010
File: Division of Construction
CPD 10-3

From: MARK LEJA
Chief
Division of Construction



Subject: Revised Form CEM-0603, "Major Construction Incident Notification"

This directive announces the revision of form CEM-0603, "Major Construction Incident Notification." The Division of Construction requires staff to use the revised form when a major incident occurs during construction. You can find the form on the Caltrans Electronic Form System website:

<http://cefs.dot.ca.gov/forms/index.html>

Section 2-302, "Reporting Procedures," of the *Construction Manual* outlines the types of incidents to report and guidelines for the process.

We ask that staff send the completed form by email to Major Incident Reports@ dot.ca.gov. Staff without email should fax a copy to the Division of Construction at (916) 654-6345 and to the office of Health and Safety at (916) 227-2639.

If you have questions about this directive, please contact Samir Ead, Division of Construction, at samir_ead@dot.ca.gov or (916) 654-4580.

Attachment: CEM-0603, "Major Construction Incident Notification"