

# Suggested Forensics Report Format

9/13/2005

## Cover Page

### Heading:

Project Number (CSJ) and Highway Name (Use all that is available)

Project Location:

County

District

Date of report

### Author:

Name

Title

Section/Area Office

Division/District

### Acknowledgment:

## Executive Summary:

Heading (repeated as above)

1 to 2 Page summarizing problem, causes, and recommendation

Keywords

## Body of Report

Heading (repeated as above)

### Introduction

Location (Clear site map)

Typical Cross Section

Traffic

Pavement Design

Construction Sampling, Testing and Acceptance (including any materials incorporated into the project not meeting specifications)

Pavement Work History and Specifications Used

Types of Distress

Etc.

### Investigation Detail

Review and Analysis of Design

Review and Analysis of Construction Sampling, Testing and Acceptance

Types of field and laboratory tests performed with a detailed discussion of why, where, when, how, how many, etc.

### Findings

Data and Analyses:

Design

Construction and

Pavement Typical Section/Element

Modeling

Reasons for failure

## Recommendations

Suggested remedial actions with different alternatives for district to pick from

Further investigation if needed

Prevention measures to avoid a repeat of the failure if possible:

- Design
- Specifications and Policies and Procedures
- Construction

Monitoring and Maintenance that may be required

District/Division Point of Contact

## Appendix

Test method (lab or field)

Repair detail diagram

Attach request form from District

Consistency must be maintained throughout the report with regards to highway naming (IH35, IH-35, I-35...etc.). One style should be adhered to and enforced. Suggest attached PIO Style Guide be used.