

project check lists road works

use in conjunction with the
current standard specification
for road works

INTRODUCTION

It is difficult during a visit to a construction site to memorise all of the details that need to be checked and while the obvious ones stand out, many other items that should be checked are forgotten. Supervisors may get distracted or over extended due to time constraints and overlook items that may have more serious consequences later in the project.

These Check Lists provide a guide to the inspections that are required on site for a particular project. They are a précis of the full clauses in the project specification and can be referred back to the specification if the full text of the particular item is required. The Check Lists will remind you of virtually every potential problem in materials, workmanship and coordination between trades.

Project specific checks may be added to the Check Lists for individual projects and the experience of Supervisors can be shared by the addition of particular checks on items or operations that are generally of concern on site. In this case less experienced Supervisors can use these Check Lists to provide them with the back-up of more experienced officers.

Provide one copy of the Check Lists book to the Supervisor and one copy to the Contractor for the particular project.

HOW TO USE THESE CHECK LISTS

Take photocopies of the relevant Check List sections before going on site and study these.

Mark any items in the Check List that are of particular concern.

At the project site, check off the work against the Check Lists and make notes of any action required in the space provided.

When the work is completed and the final check has been made sign off and date in the box provided. There is also space to provide comments.

Keep a record of all of the completed Check Lists for future reference if required. These could prove to be valuable if disputes arise on the project.

There is no better way to document actual site conditions or details than by photographs, so don't forget to take a camera on site and take images to go with particular items in the Check Lists.

HOLD POINTS AND WITNESS POINTS SCHEDULES

Read these Check Lists in conjunction with the schedules of Hold Points and Witness points. Hold Points and Witness Points are scheduled in a separate document accessible via:

<https://transport.nt.gov.au/infrastructure/technical-standards-guidelines-and-specifications/technical-specifications/roads>

Project Specific Requirements (PSRs) should also be read in conjunction with this document.

FURTHER DEVELOPMENT

If you have any suggestions to improve on these Check Lists or the system in general please contact

Specification Services.
3rd Floor Highway House, Palmerston.
[Email: Specification.Services@nt.gov.au](mailto:Specification.Services@nt.gov.au)

Comments from in-house staff, consultants or contractors are most welcome.

Doc ID	Version	Issued	Printed
1.05 – PCL – SS Roadworks	2019.03	December 2019	13/12/2019

Project Title	
RFT Number	

PROJECT CHECKLISTS ROAD WORKS

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Doc ID	Version	Issued	Printed
1.05 – PCL – SS Roadworks	2019.03	December 2019	13/12/2019

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – MISCELLANEOUS PROVISIONS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

Item	Checked - Initial & Date
DISPOSAL OF WASTE	
Dispose of waste of all types in a legal manner at a legal waste disposal site	
Permits – Waste disposal site	
ESTABLISHMENT	
Demobilisation – site restored	
VOLATILE SUBSTANCES MANAGEMENT	
Volatile Substance Abuse Management Plan(s)	
PERMITS TO ACCESS LAND FOR WORKS ON ROADS	
Permissions to access the land where the works are to be carried out	
Comply with all imposed conditions	
CAMP SITES/COMPOUND/WORKSHOP	
Facilities maintained in good condition	
Camp food preparation area	
Waste materials	
On completion, remove facilities and restore site	
EXTRACTION AREAS AND WATER SOURCES	
Approvals obtained – Refer to the Standard Specification for Environmental Management	
Crushing or screening: <ul style="list-style-type: none"> • Plant certified as fit for use 	
Operation of extraction areas: <ul style="list-style-type: none"> • Only one access road • Adequate drainage maintained 	
Extraction requirements complied with	
Excavation limits complied with	
Rehabilitation completed as specified	
Stream sites: <ul style="list-style-type: none"> • Department of Environment and Natural Resources (DENR) contacted before any work commenced • Excavation limits and conditions complied with 	

MISCELLANEOUS PROVISIONS

Item	Checked - Initial & Date
Allow inspections from DENR at any time	
Provide records as specified	
EXPLOSIVES	
Evidence of licences etc. (required by NT WorkSafe) to Superintendent	
Inspection of structures and services recorded	
PLANT AND EQUIPMENT	
Inspected and maintained	
Cleaning	
Mobile machinery fitted with audible warning alarms, and warning beacons visible and working	
SAFETY	
Safety Officer capable and available at all times	
Work Health and Safety Management Plan	
Safety equipment, protective clothing and devices	
First aid facilities	
Employees instructed on safety hazards and how to avoid injury	
Safety equipment, clothing, and devices used comply with cited Australian Standards	
WORK INVOLVING CHEMICALS	
Safety Data Sheets	
Spill clean-up equipment	
Storage	
FENCING AND SHORING OF OPEN EXCAVATIONS	
Maintain excavation and shoring	
Support trenches in saturated or unstable ground	
WORK ON RAILWAY SITES	
Approval of the owner and accredited rail operator has been obtained	
Approvals or licences when working within 100 m of the Railway	
14 days' notice provided of intent to commence work together with work plan	
If work within 3m of rail line work must be co-ordinated through Superintendent	
PROJECT NOTICE BOARDS	
Correct design and wording	
Removed as required at completion	
LEVEL CHECKING	
Checking carried out as per specification	

MISCELLANEOUS PROVISIONS

Item	Checked - Initial & Date
Independent surveyor used	
Survey pegs installed as per specification	
Audit by Superintendent if required	
CONTROL STATION CHECK SURVEY	
As per Surveys and Setting Out clause in Preliminaries	
CYCLE AND PEDESTRIAN SHARED PATHS	
Concrete shared paths as per specification and cited Australian Standards	
Design complies with AUSTROADS design principles	
AS CONSTRUCTED INFORMATION	
Procedure for recording and submitting the amended drawings	
Design levels and constructed levels are captured	
To NTG Technical Drawings Part 1 - Requirements for Technical Records Management	
PDF and CAD format	
Independent surveyor used	
DIVING WORK	
Comply with Work Health and Safety Act and Regulations	
Comply with ADAS Operation Manual or DRDC Diving Manual or NOAA Diving Manual	
Evidence of competency for all diving personnel	
Dive Safety Log	
Dive Plan	
Crocodile Hazard Management Plan	
Dive cage	
Crocodile net	

PROVISION FOR TRAFFIC

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – PROVISION FOR TRAFFIC

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - initial & date
OWNERSHIP MARKINGS ON TEMPORARY TRAFFIC CONTROL SIGNS AND DEVICES	
Limitations as specified	
CLEAN UP OF TRACKED MATERIALS	
Workzone free from dirt, mud, and other detritus material	
WORKZONE TRAFFIC MANAGEMENT	
Traffic management personnel - NT Construction Induction White Card	
Workzone traffic management plan designer (WZ1) - Prerequisites as specified	
Workzone traffic controller (WZ2) - Prerequisites as specified	
Workzone traffic controller (WZ3) - Prerequisites as specified	
Escort mobile works (WZ 4) - Prerequisites as specified	
Trainee traffic controller - Criteria as specified	
Traffic escort vehicle fitted with rotating beacon light or LED equivalent	
Signs and devices not in use: <ul style="list-style-type: none"> • Covered or removed from the Workzone • Workzone tidy and uncluttered 	
Reinstatement of signs and devices after severe weather	
TRAFFIC MANAGEMENT PLAN	
TMP to AS 1742.3	
TMP document control procedure	
Submission of TMP as specified	
Submission of traffic guidance schemes as specified	
COMPLIANCE CHECKS OF WORKSITE TRAFFIC MANAGEMENT	
Checks as specified	
Appropriate personnel Workzone accreditation	
Check for new worksite hazards	

PROVISION FOR TRAFFIC

ITEM	Checked - initial & date
TRAFFIC MANAGEMENT AUDIT REQUIREMENTS	
Panel period audit consultants names and details given to contractor	
Audits comply to AS 1742.3, AGRS Part 6 and NT legislation	
Suitability audit requirements as specified	
Compliance audit requirements as specified	
Independent third party audits as specified	
Notice of implementation as specified	
Notice of independent third party audits as specified	
CONFORMANCE AUDITING RESULTS	
Audits received within scheduled times	
Monthly reports received	
Lot register received	
AMENDMENTS TO TRAFFIC MANAGEMENT PLANS	
Modifications to TMP received and clearly marked	
Modifications to Risk Assessment received	
WORK IN RURAL AREAS	
Approval required for night works	
WORK IN BUILT UP AREAS	
Approval required for work during restricted hours	
Motor Vehicle Registry permits vehicles over 19 m	
Traffic lanes open as specified	
Lane closures permission required for bullnose or V type barriers	
NIGHT ILLUMINATION	
Illumination to 10 lux	
WARNING DEVICES	
Warning signs must not intrude into sight lines, especially at intersections	
Warning signs not obscured by vegetation	
Works in progress signage as specified	
Multi panel signs as specified	
Positioned correctly	
Correct size and details as specified	
No multi message signs on site	

PROVISION FOR TRAFFIC

ITEM	Checked - initial & date
NT SPECIFIC REQUIREMENTS FOR ROAD WORK SIGNS	
Sign erection as specified	
Advance warning signs as specified	
Star pickets and fence droppers as specified	
Portable Variable Message Signs (VMS) as specified	
Work zone speed limits – Mandatory, as specified	
Temporary speed limits as specified	
Road safety barriers as specified	
Covering of signs as specified	
EXCAVATIONS, STOCKPILES AND GRADIENTS WITHIN WORK ZONES AND CLEAR ZONES	
Shoring to all trenching or excavations which are deeper than 1.5 metres	
Engineers certification where shoring is not present	
Comply with the provisions of the Code of Practice for Excavation Works	
Comply with the NT Work Safe Codes of Practice	
Comply with Safe Work Australia Codes of Practice	
REQUIREMENTS FOR EXCAVATIONS, STOCKPILES OR OTHER GRADIENTS	
Complies with AS 1742.3	
Complies with Road Safety Barriers clause	
Containment fencing: <ul style="list-style-type: none"> • Complies with AS 1742.3 • Retroreflective markers fixed in place as specified 	
TEMPORARY PAVEMENT MARKING	
Complies with AS 1742.3	
Removal as specified	
DETOURS, SIDE TRACKS, AND CROSSOVERS	
Construction as specified	
5 days notice required before opening any side track, detour, or crossover, to traffic	
Maintenance as specified	
Dust suppression	
Removal of debris and rubbish	
ACCESS TO ADJACENT PROPERTIES AND SIDE ROADS	
Access provided	
Signs in place	
Maintenance of access points	

PROVISION FOR TRAFFIC

ITEM	Checked - initial & date
TEMPORARY PEDESTRIAN ACCESS	
Conform to: AS 1742.9 and AS 1742.10	
TEMPORARY BRIDGING	
Conform to AUSTRROADS Guide to Bridge Technology	
Signage, fencing, road safety barriers and or guard railing in place	
CONTRACTORS PLANT AND EQUIPMENT	
Parking and material storage clear of trafficked areas and clear zones	
Floodlights installed as specified	
Alarms installed as specified	
Rotating beacons installed as specified	
Registration details	
ROAD WORK ZONE LENGTH	
Complies with AS 1742.3	
TRAFFIC SIGNALS, INTELLIGENT TRANSPORT SYSTEMS (ITS), VARIABLE SPEED LIMIT ZONES, AND TRAFFIC COUNT STATIONS	
Traffic signals as specified	
Variable speed limit zones as specified	
Traffic count stations as specified	
PORTABLE TRAFFIC SIGNALS	
Complies with AS 4191 and AS 1742.3	
Contractor's name and contact information on each portable traffic signal	
Contact details of personnel available outside working hours	
Site distance not less than 150 m	
RESTORATION	
Warning devices and traffic control measures removed	
Temporary works and detours reinstated as specified	
Areas impacted by the works stabilised	
Complied with the requirements of Environmental Approvals and Clearances issued	
Permanent traffic devices temporarily removed are reinstated	

CLEARING, GRUBBING, AND REHABILITATION

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – CLEARING, GRUBBING, AND REHABILITATION

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
TREES TO BE RETAINED	
Trees to be retained clearly marked	
Protection provided	
Compensation for damage to trees marked to be retained or replace tree with equivalent size and species	
MULCHING	
Mulching is as specified	
Stockpile heights 2 m maximum	
Stockpile locations	
STRIPPING OF TOP LAYER	
Correct depth	
Stockpile heights 2 m maximum	
Stockpile locations	
TREATMENT OF EXISTING SEALED SURFACES	
As specified	
SCARIFYING OF EXISTING ROADS	
Scarify as specified	
Existing seal removed	
200 mm cover minimum to buried material if burial permitted	
GRUBBING	
Correct depth removed	
Grub holes filled and compacted	
REINSTATEMENT	
As specified	
Mulch provided as specified	
Detours rehabilitated as specified	

CLEARING, GRUBBING, AND REHABILITATION

ITEM	Checked - Initial & Date
CLEANING UP	
Site is free of excess fill, rubble and other debris	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

EARTHWORKS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – EARTHWORKS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

Give sufficient notice so that the Superintendent may:

Spec. Ref.	Item	Checked – Initial & date
#.16.3	Witness proof rolling	
#.16.4	Approve subgrade conformance	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
GRVEL	
From Pastoral Leasehold land at no cost to Principal	
EARTHWORKS IN CUT	
Excess material dumped and spread as specified	
Rock and loose material removed as specified	
Unsuitable material below subgrade surface other than rock removed as specified	
EARTHWORKS IN FILL	
Compaction prior to filling is complete	
Benching as specified	
Unsuitable material beneath fill has been replaced	
Correct construction method is as specified	
FILL MATERIAL	
Fill type is as specified	
PREPARATION AND MAINTENANCE OF SUBGRADE SURFACE	
Surface is free draining and free of depressions	
Tolerances as specified	
EARTHWORKS FOR DRAINAGE	
Stream diversions provided as shown on the drawings	
Levees constructed to the locations, and to the dimensions shown on the drawings	

EARTHWORKS

ITEM	Checked - Initial & Date
Table drains constructed to the dimensions shown on the drawings	
Table drains graded to prevent water ponding	
Table drain offlets constructed at specified intervals	
Table drain offlets constructed as specified	
Table drain offlets graded to drain water without damaging surface	
Table drain blocks constructed as and when specified	
Catch drains constructed as and when specified	
WIDENING OF EXISTING FORMATION	
Constructed as shown on the drawings and as specified	
TRIM AND COMPACT UNPAVED AREAS	
Test as specified in Table – Test Frequencies for Soils – Part 3 of 3 in CONFORMANCE TESTING	
SURFACE FORMATION	
Constructed as shown on the drawings and as specified	
BATTER PROTECTION BY GRASSING	
Grassing as specified	
Seed mixture and fertiliser as specified	
Grass seed application as specified	
Establishment and coverage as specified	
BRIDGE FOUNDATIONS	
Excavation is to required lines and levels	
Excess material disposed of as specified	
Foundations cut to a firm surface, with loose material removed	
COFFER-DAMS SHORING AND SHEETING	
Adequate height and depth	
BACKFILLING	
Excavation backfilled up to natural surface level using correct material and compacted to specified density	
FILL ADJACENT TO BRIDGE STRUCTURES	
Fill as specified	
ABUTMENTS AND WINGWALLS	
Fill compacted as specified	
Weep holes and drainpipes provided as specified	

CONFORMANCE TESTING

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – CONFORMANCE TESTING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
PANEL PERIOD CONTRACTORS	
List supplied to Contractor	
ORDERING TESTING	
Tests ordered in writing	
Correct rotation of Panel Period Contractors	
TABLES - TEST FREQUENCIES, COMPLIANCE TESTING	
Correct test frequencies	
Reporting and completion times complied with	
CONFORMANCE TESTING RESULTS	
NATA endorsed test results provided within the specified time frame	
LOT TESTING GENERALLY	
Lots numbered with logical system	
Lots selected by specified criteria	
Lots subjected to conformance testing as specified	
CONFORMANCE OF COMPACTION FOR SOILS	
Dry density test results achieved	
Test excavations backfilled with cement stabilised material	
CONFORMANCE OF COMPACTION FOR ASPHALT	
Relative compaction calculated as per specified formula	

PAVEMENTS AND SHOULDERS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – PAVEMENTS AND SHOULDERS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

NOTICE FOR INSPECTIONS/WITNESSING

Give sufficient notice so that the Superintendent may witness:

Spec. Ref.	Item	Checked – Initial & date
#.7.2	Proof rolling	
#.7.5	Final pavement layer integrity	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIAL PROPERTIES	
Gravel as specified	
Fine crushed rock as specified	
Blends of gravel and crushed rock as specified	
Sand clay as specified	
CONSTRUCTION OF PAVEMENT LAYERS	
Mixing and placing as specified	
Compaction as specified	
Dry density ratios conform to Table - Dry Density Ratios for Conformance in the CONFORMANCE TESTING worksection	
RECONSTRUCTION AND REHABILITATION OF EXISTING PAVEMENTS	
Widening as specified	
Strengthening by granular overlay on existing pavement as specified	
Strengthening by granular overlay on re-worked existing sealed pavement as specified	
SUPPLY TO STOCKPILE	
Site clear and free draining	
Sub-base gravel as specified	
Stockpile shape as specified	

STABILISATION AND MODIFICATION

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – STABILISATION AND MODIFICATION

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIALS	
As specified	
IN SITU STABILISATION	
Preliminary trial complete	
Preparation of layer as specified	
Spread rate as specified	
Mixing plant as specified	
Cement stabilisation as specified	
Lime stabilisation as specified	
Compaction is complete	
Final surface is as specified	
Any non-complying areas reconstructed	
Longitudinal joints installed as and where specified	
Transverse joints installed as and where specified	
PLANT MIX STABILISATION	
Preliminary trial provided where specified	
Mixing plant is correct	
Material is uniform and without segregation	
Laying as specified	
Paving machine as specified	
Grader laying, permitted and appropriate	
CONFORMANCE	
Tolerances for stabilised layers are as specified	
Stabiliser application rate is correct	
Stabiliser content is correct	

STABILISATION AND MODIFICATION

ITEM	Checked - Initial & Date
CONFORMANCE TESTING	
As specified	
Test holes backfilled	
SURFACE ROUGHNESS REQUIREMENT	
As specified IRI less than 2.4	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

 SPRAY SEALING

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – SPRAY SEALING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

NOTICE FOR INSPECTIONS/WITNESSING

Give sufficient notice so that the Superintendent or nominated person may witness process:

Spec. Ref.	Item	Checked – Initial & date
#.9.5	Collection of binder samples	
#.13	Spraying	
#.13.4	Preparation for sprayer run	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIAL REQUIREMENTS	
Aggregates conform to required grade and properties	
Cutter properties as specified	
Pre-coat and adhesion agents as specified	
Bitumen as specified	
Cutback bitumen as specified	
Bitumen emulsion as specified	
Polymer modified binder properties as specified	
Geofabric properties as specified	
SPRAYERS AND PERSONNEL	
Sprayers AAPA accredited	
Sprayers calibrated	
Plant and equipment must be in good working condition	
FINAL PREPARATION OF PAVEMENT SURFACE	
Raised reflective pavement markers removed	
Loose stones, dust and foreign matter removed	
Surface dampened prior to spraying	
Water removed from surface	

 SPRAY SEALING

ITEM	Checked - Initial & Date
SETTING OUT	
Set out by a qualified surveyor	
BINDER COAT REQUIREMENTS	
As specified	
PRIME PRIMER SEALS AND ENRICHMENT COATS	
As specified	
Correct temperature prior to spraying	
STRAIGHT RUN BINDER COATS	
Approval from the Executive Director Civil Services required	
Material is as specified	
POLYMER MODIFIED BINDER COATS	
Material as specified	
SAMPLING OF BINDER	
Test requests required	
Sampling containers 1 litre minimum, clean, and leak proof	
Frequency of samples to CONFORMANCE TESTING worksection	
Collection of samples as specified	
Sample identification as specified	
STOCKPILE SITES	
Not permitted in urban areas	
15 m between adjacent different aggregate size sites	
Sites well drained and on hard ground	
Access roads maintained	
Stockpiles covered	
PRECOATING AGGREGATE	
As specified	
ADHESION AGENT	
As specified	
SPRAYING	
Correct atmospheric conditions for spraying	
Sprayer preparation as specified	
Spray bar clean and aligned correctly	
Spray bar at correct height	

DENSE GRADED ASPHALT

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – DENSE GRADED ASPHALT

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
TRAFFIC CATEGORIES	
Mix types and binder types used appropriate to relevant traffic categories	
MATERIALS	
Course aggregates as specified	
Fine aggregates as specified	
Mineral filler as specified	
Bituminous binder as specified	
Bitumen emulsion conforming to AS 1160	
Additives approved	
Reclaimed asphalt pavement as specified	
ASPHALT MIX DESIGN	
Mix type as specified	
Design mix registered	
SURFACE PREPARATION	
Surface swept clean	
Foreign matter removed	
Surface prepared as specified	
Free from laminations	
Depressions filled with an asphalt correction course layer	
Bituminous spray seal prime coat applied	
Resurfacing of existing bitumen and concrete surfaces as specified	
Cold planning as specified	
Shape and surface roughness as specified	
Tack coat applied	

DENSE GRADED ASPHALT

ITEM	Checked - Initial & Date
MIXING	
Job mix as specified	
Correct temperature as specified	
Storage not more than 24 hours	
TRANSPORT AND SUPPLY	
Transport vehicles as specified	
Asphalt material covered	
Rate of supply as specified	
SPREADING	
Minimum laying temperatures as specified	
Mechanical spreading as specified	
Laying pattern as specified	
Joints installed as specified	
Temporary ramps as specified	
COMPACTION	
Plant and equipment free of oil and fuel leaks	
Correct methodology used	
Roller type used as specified	
Initial rolling complete	
Intermediate rolling as specified	
Final rolling as specified	
Joint compaction is as specified	
Tamping as specified	
CONFORMANCE	
Conformance testing as specified	
Process testing reports	
Finished pavement properties as specified	
Conformance of asphalt production as specified	
Conformance sampling and testing frequencies as specified	
Asphalt compaction as specified	

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – SLURRY SURFACING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Spec. Ref.	Item	Checked – Initial & date
#.10	Conformance testing – random – requested by Superintendent	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
TRAFFIC CONTROL	
Traffic control requirements as specified.	
MATERIALS	
Binder material as specified	
Aggregates as specified	
Water potable and free from impurities	
Mineral filler as specified	
Samples	
Stockpiles as specified	
PLANT AND EQUIPMENT	
Mixing machine as specified	
Spreader box distributor as specified	
Ancillary plant as specified	
MIX REQUIREMENTS	
Mix requirements as specified	
Design mixes test reports submitted to Superintendent	
PREPARATION AND SETOUT	
Pavement swept clean	
Previously sealed areas prepared as specified	

SLURRY SURFACING

ITEM	Checked - Initial & Date
Foreign material removed	
Set out as specified	
APPLICATION	
No application during rain or if rain is expected	
Cleared build up from slurry box	
End of runs square and feathered	
Minimal longitudinal joints	
Damped pavement if ambient temperature over 40°C	
CONFORMANCE TESTING	
Sampling of the mixed material as specified	
Testing required after identification of excess aggregate loss	
SURPLUS WASTE AND DEFECTIVE MATERIAL	
Surplus material removed from site	
Waste is correctly disposed of	
MAINTENANCE	
Keep the completed work in a satisfactory condition for 1 month after completion	
Maintenance will be limited to failures as a result of the operations of the contractor	
RECORDS	
Slurry Surfacing Daily Record Sheet – Spray Surfacing	

MISCELLANEOUS CONCRETE WORKS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – MISCELLANEOUS CONCRETE WORKS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

NOTICE FOR INSPECTIONS/WITNESSING

Give sufficient notice so that the Superintendent may inspect/witness:

Spec. Ref.	Item	Checked – Initial & date
#.6.2	Formwork inspection before concrete being placed	
#.6.3	Placing of concrete witnessing	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIALS	
Manufacturer's test certificates required for cement, aggregate and reinforcement	
Cement as specified	
Fine aggregate as specified	
Coarse aggregate as specified	
Water as specified	
Chemical admixtures as specified	
Reinforcement as specified	
Recycled crushed glass as specified	
CONCRETE	
Ready mix concrete as specified	
Job mixed concrete as specified	
Addition of admixtures as specified	
FOUNDATIONS	
Provided as specified	
CONSTRUCTION	
Formwork installed inspected before placing concrete	
Placing of concrete as specified	
Construction joints installed as specified	

MISCELLANEOUS CONCRETE WORKS

ITEM	Checked - Initial & Date
Expansion/contraction joints installed as specified	
Tooled joints installed as specified	
Finished surface is smooth and even in colour	
Exposed edges rounded off	
Exposed surfaces protected until fully cured	
Exposed aggregate finish smooth	
Backfilling material as specified	
Backfill material compacted	
CONFORMANCE	
Tolerances as specified	
DEFECTIVE CONCRETE AND MATERIALS	
Defective concrete removed as directed by the Superintendent	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

DRAINAGE WORKS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – DRAINAGE WORKS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
CLEARING	
Site cleared	
MATERIALS	
Pipes and box culverts marked with a Standards Australia conformance stamp	
Pre cast reinforced concrete pipes: <ul style="list-style-type: none"> • Correct type • Class is as specified 	
Rubber ring joint pipes class clearly marked	
Precast reinforced concrete box culverts supplied as specified	
Bedding material as specified	
Concrete as specified	
Mortar as specified	
Select fill as specified	
CONSTRUCTION OF CULVERTS AND STRUCTURES	
Setting out as specified	
Excavation as specified	
Bedding as specified	
Cover for construction loads	
Laying as specified	
Backfill as specified	
INLET AND OUTLET STRUCTURES, PITS, HEADWALLS, AND OTHER STRUCTURES	
As specified	
INLET AND OUTLET CHANNELS	
As specified	
OPEN UNLINED DRAINS	
Drains trimmed to form neat levees	

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – PROTECTION WORKS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
FOUNDATIONS	
As specified	
GEOTEXTILE FABRICS	
As specified	
Storage, packaging and handling as specified	
Certificate of Compliance received	
Construction as specified	
Grades as specified	
Conformance testing as specified	
ROCK PROPERTIES	
As specified	
STONE PITCHING	
Stone material as specified	
Stones firmly bedded in layers	
Grouted stone pitching: <ul style="list-style-type: none"> • Mortar type as specified • Weep holes as specified 	
DUMPED ROCK PROTECTION	
Rock dimensions as specified	
Rocks dumped in specified area	
Adjacent areas protected from damage	
Construction within tolerance	
QUARTER TONNE CLASS DUMPED ROCK PROTECTION	
Boulder dimensions as specified	
Boulders dumped in specified area	
Adjacent areas protected from damage	
Construction within tolerance	

PROTECTION WORKS

ITEM	Checked - Initial & Date
RUBBLE	
Material as specified	
Material dumped in specified area without segregation	
Material compacted to produce a tight even finish	
Construction within tolerance	
GABIONS	
Steel wire mesh as specified	
Tensile strength as specified	
Galvanizing as specified	
PVC coating as specified	
Mesh edge protection with selvedge wire as specified	
Construction: <ul style="list-style-type: none"> • As per manufacturer's instructions • Wire framework pretension as specified • Spreaders provided • Stone properties as specified • Mesh and wiring tightness as specified 	
RENO MATTRESSES	
Steel wire mesh as specified	
Tensile strength as specified	
Galvanizing as specified	
PVC coating as specified	
Mesh edge protection with selvedge wire as specified	
Construction: <ul style="list-style-type: none"> • As per manufacturer's instructions • Wire framework pretension as specified • Spreaders provided • Stone as specified • Mesh and wiring tightness as specified 	
REVETMENT MATTRESSES	
Toe-in provided as specified	
Mortar mix proportions as specified	
Stitching and seams as specified	
Mattress anchored before pumping concrete	
Openings provided	
Openings sealed on completion of mortar pumping	
EMBANKMENT PROTECTION - CONCRETE	

ROAD FURNITURE AND TRAFFIC CONTROL DEVICES

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – ROAD FURNITURE AND TRAFFIC CONTROL DEVICES

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
TACTILE GROUND SURFACE INDICATORS	
As specified conforming to AS 1428.4.1	
FENCING	
Fence line cleared	
Fence erected as specified	
Owner/lessee permission to enter land	
Gates provided where specified	
Materials as specified	
Stock fences to CS 3310	
Security fences to CS 3308	
Temporary site safety fence as specified	
Pedestrian fences to CS 3307	
Log barrier fence as specified	
Vehicle movement barriers/fences to CS 3305	
Cyclist holding rails to CS 3302 and CS 3305	
Recycled plastic bollards as specified	
Culvert crossing guard rail as specified	
GUIDE POSTS	
Properties as specified	
Installation to CS 3500	
Certification received	
Characteristics as specified	
Delineator properties as specified	
Installation of delineators as specified	
ROAD SIGNS	
Anti-spear fixings for hazard markers (sight boards) as specified	

ROAD FURNITURE AND TRAFFIC CONTROL DEVICES

ITEM	Checked - Initial & Date
Non reflective materials as specified	
Reflective material as specified	
Blanks material as specified	
Manufacture stamp as specified	
Post sizes as specified	
Anti-graffiti coating as specified	
Location and lateral placement as specified	
Height as specified	
Installation as specified	
Reinstatement and relocation of existing signs as specified	
FLOOD GAUGE POSTS	
Posts and gauges to CS 3501	
Installation as specified	
CATTLE GRIDS	
Installed to CS 3310, CS 3313, CS 3314, and CS 3315, and as specified	
ROAD SAFETY BARRIERS - STEEL RAIL	
Materials are as specified	
Marking of materials as specified	
Certificates of compliance provided	
Installation is as specified	
ROAD SAFETY BARRIERS – STEEL WIRE ROPE SYSTEM	
Materials and installation as specified	

PAVEMENT MARKING

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – PAVEMENT MARKING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial & date
#.10	Field testing	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
CONTRACTOR ACCREDITATION	
All work must be carried out by those with the relevant PCCP accreditation	
PAVEMENT MARKING	
Paint colours correct	
GLASS BEADS	
Type as specified	
PAVEMENT MARKING SETTING OUT	
Set out to AS 1742 and Department standard drawings	
PAVEMENT MARKING APPLICATION	
Substrate is free from dirt, loose detritus, mud and other extraneous matter	
Substrate is dry	
Application as specified	
Glass beads applied as specified	
Dimensional tolerances as specified	
Pavement markings protected from traffic	
FIELD TESTING	
Wet film thickness as specified	
Glass bead application as specified	

PAVEMENT MARKING

ITEM	Checked - Initial & Date
Wear assessment limits as specified	
Degree of wear as specified (95% intact at 6 months)	
THERMOPLASTIC MATERIALS	
Thermoplastic road marking material as specified	
COLD APPLIED PLASTIC MATERIALS	
Material as specified	
AUDIO TACTILE LINE MARKING (ATLM)	
Material as specified	
Tolerances as specified	
Substrate is free from dirt, loose detritus, mud and other extraneous matter	
Substrate is dry	
Tack coat applied	
Application as specified	
Minimum reflectivity achieved	
RAISED RETROREFLECTIVE PAVEMENT MARKERS (RRPMS)	
Material as specified	
Substrate is free from dirt, loose detritus, mud and other extraneous matter	
Substrate is dry	
Marker placement as specified	
Reflectors face oncoming traffic	
REMOVAL OF PAVEMENT MARKINGS	
Removal as specified	
No visible ghosting	
Surface defects repaired after removal	
RESURFACING CONTRACTS	
Co-ordination	
Removal of temporary pavement markers	
Removal of temporary traffic control signage	
Reporting	

LANDSCAPE

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – LANDSCAPE

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial & date
#.7.7	Hydroseeding soil testing	
#.8.7	Irrigation - Testing	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIALS	
Trees, shrubs and groundcovers conform to specified characteristics	
Grass seed conforms to specification requirements	
Fertilisers supplied as specified	
Imported soils conform to requirements	
Insecticide used in accordance with manufacturer's instructions	
Mulch supplied as specified	
SITE PREPARATION	
Set out is in accordance with the drawings	
Existing vegetation is protected as specified	
Unwanted vegetation removed	
Finished surface levels free draining	
Topsoil supplied as specified	
Topsoil stockpile free draining and not exceeding 2 m height	
PLANTING	
Set out as per drawings	
Preparation and treatment of holes as specified	
Plants supplied from approved nursery	
Planting of trees, shrubs and ground cover as specified	

LANDSCAPE

ITEM	Checked - Initial & Date
Holes backfilled, dished at top to retain water	
Watering, maintenance and mulching as specified	
GRASSING	
Ground preparation as specified	
Seeds as specified	
Application rates as specified	
Fertilisers applied as specified	
Reseeding as specified	
Irrigation as specified	
Establishment as specified	
Mowing as specified	
BATTER PROTECTION BY HYDROSEEDING	
Material properties as specified	
Materials delivered in UV and weather-resistant factory labelled packages	
Storage as per manufacturers recommendations	
Materials, composition, packaging , as specified	
Soil analysis test results	
Species selection as specified	
Substrate preparation as specified	
Installation as specified	
Application as specification	
Protection of treated areas in place	
IRRIGATION	
Irrigation system supplied as specified	
Materials supplied as specified	
Set out as per drawings	
Excavation carried out as specified	
Installation: <ul style="list-style-type: none"> • Approval from Power and Water Corporation before connecting to water supply system • Conduits and pipes grade or class identification marking visible for inspection • Backflow prevention device installed • 50mm compacted sand bedding provided • Pressure testing carried out • Backfilling carried out as per specification 	

LANDSCAPE

ITEM	Checked - Initial & Date
TELEMETRIC CONTROL STATION DETAILS	
Materials as specified: <ul style="list-style-type: none"> • Mounting posts • Stainless steel whip aerial • Irrigation controller • Radio • Solar panel 	
Installation as per drawings	
Installation as specified	
ESTABLISHMENT PERIOD	
Site kept neat and tidy	
Site is weed free	
All plants and grass healthy	
Damaged, dying or dead plants replaced within 14 days	
All plantings free from insects, pests and diseases	
Mulch maintained	
Stakes and ties remain secured	
Grass mowed when height exceeds 100 mm	
Establishment period records	

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – DUCTING AND CONDUITS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
SUPPLY AND INSTALLATION	
Termination of duct crossing as specified	
Trench excavated as specified	
Minimum cover achieved	
Sand bedding in place	
Marker tape installed	
Backfill material as specified	
MARKINGS	
Kerbed areas marked to identify ducts	
Star pickets and identification plate provided	
CONDUIT MARKERS	
Installed as specified	
ELECTRICAL DUCTING	
Correct type	
Earth strap installed	
Marker tape installed	
Installation done in liaison with Power and Water Corporation	
WATER DUCTING	
Correct type	
Installation done in liaison with Power and Water Corporation	
TELSTRA DUCTING	
Liaison with Telstra	

TRAFFIC CONTROL SIGNALS AND INTELLIGENT TRANSPORT SYSTEMS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – TRAFFIC CONTROL SIGNALS AND INTELLIGENT TRANSPORT SYSTEMS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial & date
#.10	Checking and testing – signal controller(s), cabling, and lanterns	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
GENERAL EQUIPMENT AND INSTALLATION	
Surge reduction filter installed	
Posts and fittings are galvanised	
Continuous welds	
Footings installed as specified	
Footways reinstated	
Concrete support collar installed	
Vehicle signal lanterns: <ul style="list-style-type: none"> • Correct positioning • Target board installed • Temporary covers provided • Inspection hole provided to covers 	
Pedestrian signal lanterns: <ul style="list-style-type: none"> • Correct type • Correct positioning 	
Traffic signal controller: <ul style="list-style-type: none"> • Location as specified • Foundation block installed • Earth stake installed 	
Finish colours as specified	
TRAFFIC SIGNAL CABLING	
Multicore connecting cable: <ul style="list-style-type: none"> • 51 core multicore to AS/NZS 2276.1 	

TRAFFIC CONTROL SIGNALS AND INTELLIGENT TRANSPORT SYSTEMS

ITEM	Checked - Initial & Date
Loop detector feeder cables: <ul style="list-style-type: none"> • Correct type to AS/NZS 2276.2 • Installed as specified 	
Loop cable for vehicle detectors: <ul style="list-style-type: none"> • Correct type to AS/NZS 2276.3 • Saw cut in pavement cleaned out • Cable installed • Backfill as specified 	
Power supply cable: <ul style="list-style-type: none"> • Correct type • Connection as specified 	
Cable conduit: <ul style="list-style-type: none"> • Draw wire provided • Installed as specified 	
Conduit junction pit: <ul style="list-style-type: none"> • Installed as specified • Coarse gravel bed in place • Lids are level with adjacent surface 	
Detector pits: <ul style="list-style-type: none"> • Installed as specified • Sand bed in place 	
PEDESTRIAN PUSH BUTTON ASSEMBLIES	
Units installed as specified	
AUDIO-TACTILE TRAFFIC SIGNAL EQUIPMENT	
Provided as specified	
SCATS FACILITIES	
Communications isolation pillar installed as specified	
Connections between controller and communications isolation pillar complete	
Connections to Telstra pit from communications isolation pillar complete	

TRAFFIC COUNTING STATIONS

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – TRAFFIC COUNTING STATIONS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial & date
#.10	Testing of installation	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
CABINETS	
Provided by Principal	
Installed as specified	
Terminal blocks provided as specified	
Drawings received	
Switchboard for Solar power site installed as specified	
CABLING	
Provided as specified	
Insulation as specified	
CONDUIT	
Correct type as specified	
Marker tape provided	
Termination as specified	
Minimum cover 450 mm as specified	
POLE ASSEMBLY	
Provided by Principal	
Opening provided in solar panel backing plate	
INSTALLATION	
Excavation as specified	

STREET LIGHTING

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – STREET LIGHTING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial and date
#.11	Testing and commissioning	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
MATERIALS	
Comply with Power and Water Corporation Street Lighting manual	
Comply with Power and Water Corporation standard drawings	
Components suitable for terrain category	
Street light luminaires type as specified on the drawings	
Control equipment as specified	
EXCAVATION	
Trench width is as specified	
Trench depth is as specified	
Clearances to existing services as specified	
FOOTINGS	
Installed as specified	
BACKFILLING	
Material as specified	
Cable installation as specified	
Backfilling is as specified	
Cable marker tapes provided as specified	
INSTALLATION OF LIGHT COLUMNS	
As per Power and Water Corporation standard drawings	

DIRECTIONAL BORING

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – DIRECTIONAL BORING

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Spec. Ref.	Item	Checked – Initial and date
#.3	Telstra	
	NBN Corporation	
	Power and Water Corporation	
	Jacana Energy	
	Territory Generation	
	Any gas supply agency or authority	
	Any data service provider	
	Any other Agency or Authority	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
STANDARDS, PUBLICATIONS, AND AUTHORITIES	
Pipes and fittings to comply with AS 1579	
Compliance with utility authorities requirements	
DIRECTIONAL BORING WITH PIPE CASTING	
Jacking pit dimensions as small as reasonably possible	
Pipe jacking equipment certified as fit for use	
Casing as specified	
Casing inside diameter is as specified	
DIRECTIONAL BORING WITHOUT PIPE CASING	
Bore hole as specified	
Plastic skids used	
Joints not stressed or separated	
TESTING OF SERVICES	
Testing of services to the applicable authority test requirements (see table above)	
FILLING OF CAVITIES	
Pressure service pipes: <ul style="list-style-type: none"> Grout as specified 	

DIRECTIONAL BORING

ITEM	Checked - Initial & Date
• Pipe full of water at correct pressure	
Non-pressure service pipes: <ul style="list-style-type: none">• Bedding is as specified• Bedding thoroughly watered in	
END CAPS	
Fitted as specified	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments

DEPARTMENT OF INFRASTRUCTURE PLANNING AND LOGISTICS

CHECK LIST – PROTECTIVE COATINGS

PROJECT		SPEC. NO.	
Checked by		Title	
Work lot		Date	

TESTS

Give sufficient notice so that the Superintendent may witness testing:

Spec. Ref.	Item	Checked – Initial & date
#.9.2	Equipment – Oil carry-over tests	

COMPLIANCE CHECKS – REFER SPECIFICATION

ITEM	Checked - Initial & Date
PROTECTIVE COATINGS	
Surface preparation as specified	
Prime coat as specified	
PROTECTIVE COATING SPECIFICATIONS - SYSTEMS AND APPROVED PRODUCTS	
Conforms to Tables - Protective coating specifications - Systems and approved products	
CONTRACTOR RESPONSIBILITIES	
Applicators PCCP accredited	
Details of plant and equipment	
Written details of experience	
ITPs	
Environmental Policy	
Warranties	
Pre job meeting – review specification and ITPs	
Standard of workmanship to manufacturer's instructions	
SAFETY	
Safety precautions for abrasive blasting and protective coatings application	
Storage of hazardous materials	
Safety Data Sheets (SDS)	

PROTECTIVE COATINGS

ITEM	Checked - Initial & Date
TRAFFIC MANAGEMENT PLAN	
Permit to Work in a Road Reserve	
Traffic Management Plan	
BARRIERS	
Barriers and warning signs installed	
Adjacent areas and equipment protected	
Masking materials removed upon completion	
EQUIPMENT	
Conforming to the appropriate statutory Acts, Regulations and By-laws	
Maintained as specified	
Used as specified	
ENVIRONMENTAL CONDITIONS	
Environmental Test Reports AS 3894 parts 10, 11, and 12	
Reports to AS 3894 Parts 13 and 14 for structural steel	
SURFACE PREPARATION	
Defects removed	
Contaminants removed	
All welds smooth and merge evenly with joining surfaces	
Abrasive blasting as specified	
Spot and whip abrasive blasting as specified	
Water washing and jetting as specified	
APPLICATION OF PROTECTIVE COATINGS	
Atmospheric conditions daily records	
Coating material labels intact and seals unbroken	
Material pot life valid	
Application as specified	
Materials as specified	
Coatings free of sagging, pinholes, dry overspray and other defects	
QA qualifications and documentation as specified	
CONTRACTOR RECORDS	
Daily reports	
Wet film and dry film thickness	
Appointment of inspector	

PROTECTIVE COATINGS

ITEM	Checked - Initial & Date
HANDLING OF FINISH COATED ITEMS	
As specified	

Action Required - ITC issued on items that do not comply

Reported to:	Date:

Final Check

Made by:		Date:
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Comments
