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| **Process Step** | **Criteria/Test Method/Spec** | **Inspection/Test Frequency** | **Inspection/ Test by:** | **Responsible Position** | **Type of Record** | **Acceptance/Comments**  Completed Not completed |
| 1. Prepare Safe Work Method Statement. | WHS Act 2011  WHS Regs 2017 | Prior to commencing | PV | SS/PE | SWMS  HPR Form | Initials: 🞎 |
| 2. Approval of materials to be used;  Retroreflective markers –  Adhesive - | AS1906.3 & ATD2015/01  RMS 3354 | Prior to commencing | Supplier | SS/PE | Certificate of conformity | Initials: 🞎 |
| 3. Setting out | RMS R142 Clause 3.1  **Release of Hold Point** | Application of retroreflective raised pavement markers | PV | PE | Client notification | Initials: 🞎 |
| 4. Set out for retroreflective raised pavement marker. | RMS R142 Appendix 1  **Release of Hold Point** | Completion of setout | PV | PE/Surveyor | HPR Form | Initials: 🞎 |
| 5. Install retroreflective raised pavement marker | Visual inspection  R142 Cl 3.2.1 | Completion of Installation | SS | PE | As-built | Initials: 🞎 |
| 6. Remove redundant markers | Visual inspection | Completion of removal | SS | SS/PE | ITP | Initials: 🞎 |

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| REVIEW BY PROJECT MANAGER |  |
| Are markers installed as per RMS 142 Appendix 1? | YES/NO |
| Have all RMS Hold Points been released? | YES/NO |
| Any nonconformances? | YES/NO Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For Closed Out: YES/NO |
| All work has been satisfactorily completed. | YES/NO |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |  |

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| **Prepared By:** | **M Winchester** | **Approved By:** |  | **Date Approved** |  |