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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 | Site Supervisor (SS) | HPR Form | Initials: 🞎 |
| 2. Approval of signs for use | RMS 3400  Contract Drawings | Prior to commencing | PV | SS/PE | HPR Form | Initials: 🞎 |
| 3. Set out for new signs. | RMS R143 Clause 3.2  Contract Drawings  **Release of Hold Point** | Completion of setout | PV | PE/Surveyor | HPR Form | Initials: 🞎 |
| 4. Install Signs as per Contract Drawings | Visual inspection | Completion of Installation | SS | PE/Surveyor | As-built | Initials: 🞎 |

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| --- | --- |
| REVIEW BY PROJECT MANAGER |  |
| Is installation within tolerances? | 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** |  |