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| **Process Step** | **Reference documents** | **Criteria/Test Method/Spec** | **Inspection/Test Frequency** | **Inspection/ Test by:** | **Responsible Position** | **Type of Record** | **Acceptance/Comments**  Completed Not completed |
| 1. Submit material compliance/test certificates for approval.  - Corrugated plastic slotted pipe  - Seamless tubular filter fabric  - Geotextile  - Filter Material – Aggregate | R33.2.1  R33.2.2  R33.2.3  R33.2.4 | RMS 3552  RMS 3553  RMS R63  RMS 3580  MD.R33.A06  **Release of Hold Point** | In accordance with Annexure R33/L | PV | PV/PE  **PV** | HPR Form | Initials: 🞎  Initials: 🞎  Initials: 🞎  Initials: 🞎  Initials: 🞎 |
| 2. Excavate trench to line, grade, width & depth shown on drawings. | R33.3.2 | Minimum grade 0.5% | After excavation | SS/Surveyor | PE/SS | As-builts | Initials: 🞎 |
| 5. Place geotextile in trench. | R33.3.3 | Visual inspection | After geotextile placement | SS | PE/SS |  | Initials: 🞎 |
| 6. Lay pipe on 50mm bed of filter material. | R33.3.4 | Visual inspection | After bedding placement | SS/PV | PE/SS |  | Initials: 🞎 |
| 7. Verify that pipe laying, jointing & bedding are complete & conforming | R33.3.5 | R33 Cl 3.5  **Release of Hold Point** | At completion laying, jointing & bedding | PV | PV/PE | HPR Form | Initials: 🞎 |
| 8. Backfill pipe with filter material, compact to avoid consolidation & lap geotextile. | R33.3.5 | Visual inspection | After HP release | SS | PE/SS |  | Initials: 🞎 |
| 9. Install flush point covers and outlet in batter, structure including connections to pits. | R33.4.2  R33.4.3  R33.5.2.1  R33.5.2.2 | Visual inspection |  | SS | PE/SS |  | Initials: 🞎 |
| 10. Marking trench drain and submit WAE drawings to Principal <28 days of completion | R33.6 | R33 Cl 6 | <28days of completion | SS | PE/SS | WAE dwgs | Initials: 🞎 |

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| REVIEW BY PROJECT MANAGER |  |
| Have materials been accepted? | YES/NO |
| Is all testing as per specified frequency? | YES/NO |
| Are subsurface within location and level tolerances? | YES/NO |
| Have all RMS Hold Points been released? | YES/NO |
| Any non-conformances? | 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** |  |