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| **Process Step** | **Reference documents** | **Criteria/Test Method/Spec** | **Record for conformity** | **Responsible Position** | **Type of Record** | **Acceptance/Comments**  Completed Not completed |
| 1. Obtain conformance of   granular foundation materials | R54.2.1,  Annexure  R54/L | **Select Fill Type U** must consist of a granular  material with a particle size grading of 100%  passing the 26.5 mm sieve and a Plasticity Index,  determined by Test Method RMS T109, of  between 2 and 12 (testing frequency 1 per 200m3  prior to placement)  **Class 2 DGB** must comply with Specification RMS  3051. | Test report | Project engineer | TP |  |
| 1. Use approved concrete mix:   Hold Point No.:……………...  Mix ID:……………………..…  Strength:…………………..… | R54.2.1.2 &  R53.1.4 | Refer to R53-MIX-lots for Concrete mix approvals  (Hold Points) | Mix report | PV/PE | HP |  |
| 1. Obtain Certificate of   conformity for reinforcement  supply | R54.2.2 &  R53.4 |  Must comply with either AS/NZS 4671, AS1311 or  the supplier is accredited with ACRS   Galvanizing must comply with AS/NZS 4680   Welding must comply with AS 1554.3 | Compliance certificate | PV/Project engineer | AP |  |
| 1. Tactile Indicator Tiles | R54.2.3 | **Tactile indicators** must conform to AS/NZS  1428.4.1 and must be stain, slip, impact and UV  resistant.  Tactile indicators must have a colour contrast to  surrounding surfaces and provide a luminance  contrast to the surrounding surfaces of ≥ 0.3  (30%) as per Appendix E of AS/NZS 1428.4.1.  **Adhesive** (proprietary bedding material, as per  AS 3958.1) for bedding tactile indicator tiles must  be either cement-based adhesive or modified  mortar (refer R54 Cl 6.1) which is not  susceptible to deterioration from water infiltration  and can withstand pedestrian and maintenance  vehicle traffic loads. | Compliance  Certificate | Project engineer | AP |  |
| 1. Obtain Certificate of   Compliance for Preformed  Joint Fillers | R54.4.4.3 | Provide a certificate of compliance verifying that  proposed product complies with the  requirements of 3204 and NATA endorsed  test documents.  Certification must relate only to the composition  on which the tests were made and valid for ≤  three years. New certification will be required  whenever changes in product composition are  made. | Compliance  Certificate | Project engineer | AP |  |
| 1. Designate concrete truck   washout area (s) | R53.5 | Impermeable plastic lined or approved equivalent  bunded area | Verification  Checklist | Project engineer | IP |  |
| 1. Excavation and Filling | **R54.3.1** |  Verify area is excavated or filled to the levels  shown on the design drawings or as directed by  the Project Verifier in accordance with R44.   Surplus excavated material to go into general  earthworks activities in accordance with R44.   Top up low areas to required levels using Select  Fill Type U complying with R54 Cl.2.1.1.   Where filling at the sides of Paving or behind  kerbs unless shown otherwise on the Design  drawings or directed by the Project Verifier, fill  these areas with Select Fill Type U complying with  R54 Cl. 2.1.1. | Verification  Checklist | Project engineer | IP |  |
| 1. Unsuitable material | R54.3.2 &  R44 | If any area of the foundation contains material that  is unsuitable to support the proposed pavement,  remove and replace this unsuitable material or use  some other foundation treatment in accordance  with RMS R44.  *The Hold Point in RMS R44 regarding*  *unsuitable material applies.*  *Principal to be notified if found unsuitable materials* | Verification  Checklist | PV/Project engineer | HP |  |
| 1. Notify the GDR that   unsuitable materials has  been removed as directed | R54.3.2 &  R44.2.4.1 | Notification to the GDR is done after the removal  of unsuitable material.  The Geotechnical Design Representative will  inspect the excavation and may require removal  of further material as unsuitable material prior to  authorising the release of the Hold Point. | Hold point | PV/ Project engineer | HP |  |
| 1. Granular Subbase | R54.3.3 | Unless shown otherwise on the Design drawings,  construct a subbase layer comprising Class 2  DGB20 beneath the concrete paving as follows:   Footpath: 75mm thick;   Bicycle path/shared path: 150 mm thick. | Verification  Checklist | Project engineer | IP |  |
| 1. Compaction | R54.3.4 | Compact the subbase, foundation, etc to achieve  the minimum characteristic value of relative  compaction specified Table R54.1 hence:   **Under footpath, bicycle path or shared path &**  **median**  - Subbase layer (where required) ≥100%  - Top 150 mm of foundation ≥ 98%  - Filling below a depth of 150 mm from top of  foundation ≥ 95%   Fill outside of footpath, bicycle path/shared path  and fill at edge of paving and behind kerbs ≥ 95%   Driveways to comply with the relevant Council’s  requirements, unless specified otherwise in the  Deed documents.   Testing in accordance with Q6 | NATA  Test  Reports | Project engineer | TP |  |
| 1. Check finished surface levels | R54.3.5 |  Construct top of foundation to the design surface  levels, **with a tolerance of +5 mm and -10 mm**.   The finish surface must not deviate from the  bottom of a 3 m straight edge laid in any direction,  by more than 10 mm, except at grade changes. | Survey  Report | Project engineer | Surveyor |  |
| 1. Install steel reinforcement | R54.4.2,  R53.4 |  Provide steel reinforcement for concrete paving   Where the steel reinforcement is not shown on  the Design drawings, provide the reinforcement  as specified in Table R54.2.  shown on the relevant Council’s STD dwgs,  unless specified otherwise deed documents.  Reinforcement lap splices as per design drawings  or R53 Cl4.   Provide a minimum cover for the steel  reinforcement in accordance with R53 Cl.4  hence 50 mm, unless shown otherwise in the  Design drawings.   For slab of thickness 120 mm and greater, fix the  steel mesh within the top half of the slab.   For slabs of thickness less than 120 mm, fix the  steel mesh at the mid-depth of the slab. In this  case, the minimum cover specified in  R53 does not apply. | Verification  Checklist | PV/Project engineer | HP |  |
| 1. Commence with pre pour   planning activities | R54.4.3,  R53.6.3 &  Annexure  R53/E |  Verify formed areas free of water, dirt,  construction debris and any other foreign matter  removed.   Rain not imminent, air temperature between 5-  38oC   Concrete tester arranged as required   Bunded concrete washout area provided | Verification  Checklist | Project engineer | IP |  |
| 1. Notification for   Placement of Concrete | R54.4.3 &  R53.6.1 | *As required for the preceding Witness Point*  *hence:*  Notify the Project Verifier Representative, **not less**  **than 24 hours and not more than 3 clear**  **working days prior** to the intended time of  commencing to place concrete, mortar or grout,  when fixing of the formwork and reinforcement in  position (if applicable) will be completed and when  concrete, mortar or grout will be placed. | Hold point | PV/Project engineer | HP |  |
| 1. Carry out the concrete pour | R53.6.2,  R53.6.4 &  Annexure  R53/EL |  Concrete docket checked for correct mix  - Unreinforced paving N20, 80mm slump &  20mm aggregate  - Reinforced paving N25, 80mm slump & 20mm  aggregate   **Ensure concrete is placed & finished to**:  (a) limit segregation or loss of materials;  (b) limit premature stiffening;  (c) produce a dense homogeneous product  which is monolithic between joints and edges;  (d) expel entrapped air and closely surround all  reinforcement and embedments; and  (e) provide the specified thickness and surface  finish.   **Ensure the finishing unformed concrete**  **surface**  (a) has achieved the specified:  (i) dimensions and grade;  (ii) cover from the surface to reinforcement  (iii) texture of the surface; and  (b) has avoided plastic or drying shrinkage  cracks. | NATA test report | PV/ Project engineer | HP |  |
| 1. Transverse joints in   pavement | R54.4.4.1 |  **Transverse joints** must be constructed at right  angles ±6° to the longitudinal edge of the paving  slab, otherwise the slab will be treated as odd  shaped slabs.   Avoid where possible creating odd shaped and  mismatched slabs. | Verification  Checklist | Project engineer | IP |  |
| 18. Movement joints in pavement | R54.4.4.3 | **a) Footpaths and Medians**   Provide contraction joints 3 mm wide and 25 mm  deep at every 1.5 m length of footpath or median  paving.   Provide expansion joints at intervals not  exceeding 6 m and at the location of expansion  joints in adjacent kerbs.   Provide isolation joints along median paving  where the paving abuts against kerbs, gully pits,  retaining walls and bridges.   Expansion and isolation joints must be 10 mm in  width for the full depth of the paving and filled with  a preformed joint filler in accordance with  Specification 3204  **(b) Bicycle Paths/Shared Path**  Provide movement joints as shown on the  Standard Drawings.  **(c) Driveways**  Provide movement joints in driveways at the  locations shown on the relevant Council’s | Verification  Checklist | Project engineer | IP |  |
| 1. Finished paving surface | **R54.5.1** |  Provide on the top surface of concrete paving  (except patterned concrete paving) the surface  finish specified in Table R54.3   The finished paving surface must be uniform in  colour and appearance.   All edges, except for those abutting other paving  or structures, must be neatly rounded to a radius  of 10 mm. Edges abutting other paving or  structures must be neatly rounded to 5 mm radius. | Verification  Checklist | Project engineer | IP |  |
| 1. Curing & protection of   concrete paving | R53.7.1,  R53.7.2 &  R53.7.3 |  **Only approved curing compound to be used**  *(refer to R53.7.3 for details)*   After initial set of concrete; surface is firm and  free of bleed water, apply curing and cure for at  least 7 days   If **Moist Curing,** immediately after concrete has  taken its initial set, spray all exposed surfaces  with water and keep the concrete continually wet  for at least seven (7) days. *The water used must*  *be free from ingredients harmful to concrete.*   For **Curing Compounds** apply in accordance  with manufacturer’s recommendations or at a  spray rate min. 0.2L/m2 whichever is the greater   Ensure all exposed surfaces receive a uniform  cover of the curing compound. | Verification  Checklist | Project engineer | IP |  |
| 1. Submission of patterned   concrete paving details | R54.5.2.1 | Provide details of pattern, colour, class of finish  and experience of personnel in producing patterns  on concrete paving, **at least 5 working days**  **prior**.  The Project Verifier may require a sample panel to  be prepared and submitted. | Hold point | PV/Project engineer | HP |  |
| 1. Procedure for constructing   concrete paving | R54.5.2.2 |  Apply the stencil only after the bleed water has  evaporated from the concrete surface.   Apply each coat of colour hardener at a consistent  rate achieve a total thickness of between 3 mm  and 4 mm.   On removal of the stencil, the surface must  exhibit a well defined pattern with no edge  ravelling.   Apply a suitable sealer to the finished surface  within 24 hours of forming the pattern, followed by  a second coat of sealer 3 days later | Verification  Checklist | Project engineer | IP |  |
| 1. Finished surface levels | R54.5.3 |  Verify finished surface of the concrete paving  conforms to the design surface levels, with a  tolerance of +10 mm, –5 mm.   Verify the finish surface does not deviate from the  bottom of a 3 m straight edge laid in any direction,  by more than 5 mm, except at grade changes.   Where the concrete paving abuts an adjacent  structure, any vertical step across the joint must not exceed 5 mm unless shown otherwise on the  Design drawings | Survey  Report &  Straight  Edge Test  Results  Summary | Project engineer | Surveyor |  |
| 1. Submission of details of   proposed tactile indicator tiles | R54.6.1 | Provide details of proposed tactile indicator tiles,  associated materials (such as adhesive), and  installation method to the Project Verifier | Hold Point | PV/Project engineer | HP |  |
| 1. Installation of Tactile   Indicators | R54.6 &  AS 3958.1 |  Ensure tactile indicators will be installed at  locations as shown on the Design drawings.   Performance level of Tactile indicators is  “Commercial” and follow installation guidelines as  detailed in AS 3958.1Cl.3.3.1.2 *(Exterior floors –*  *General applications, using cement-based*  *adhesive or modified mortar)*   Prior to installing the tiles, allow the concrete to  cure for 7 days (as per R53), or a duration  recommended by the tile adhesive manufacturer  to suit the adhesive used.   Prior to placing tiles, clean concrete slab of dust  using water jets, and any contamination using  where necessary high pressure hydro-blasting,  sand/grit blasting or mechanical scabbling.   Install tiles so they are fully bedded, without any  voids beneath them.   Install tiles at the tile manufacturer’s  recommended spacing. Pack the spaces  between tiles with grout, and free of all voids and  Do not allow traffic over freshly grouted joints for  at least 7 days, unless recommended otherwise  by the manufacturer.   Install movement joints at locations where:  - tiles abut restraining surfaces;  - joints exist in the concrete below the tiles;  - a change of plane exists in the tiled surface   Install the tactile indicator tiles such that the base  surface is sitting flush with adjacent concrete  surfaces.   The finished surface level of the tiled surface  must comply with the requirements of R54  Cl. 5.3  pits. Remove any excess grout or grout film. | Verification  Checklist | Project engineer | IP |  |

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| REVIEW BY PROJECT MANAGER |  |
| Have tests passed? | YES/NO Test Report No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is all testing as per specified frequency? | YES/NO |
| Are earthworks within location and level 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:** | **Mohammed Almalome** | **Approved By:** |  | **Date Approved** |  |

**HP:** Hold Point

**AP:** Approval Point

**IP:** Inspection point

**TP:** Test Point