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| --- | --- | --- | --- |
| **Contract name:** |  | **Job no:** |  |
| **Location:** |  | **Date:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Pre Laying (Tasks 1-7)** | By Who |  | | | **Pre-Laying (Tasks 1-7)** | | By Who |
| Final confirmation job is ready (Site Handover, Job Instruction sheet) |  |  | | | Vehicle Movement Plan | |  |
| Undertake Emulsion Tack Coat Risk Assessment | Foreman |  | | | Fences, walls, kerbs protected and environmental controls in place | |  |
| Confirm job matches Laying Plan. If not, confirm and communicate variation with manager/ customer | Foreman |  | | | Pre-seal prep including offset of services/ roadmarking and protection of fixtures | |  |
| Visual Inspection of site and stringlines completed as per Site Handover |  |  | | | Laying Plan and Rolling pattern confirmed | |  |
| Daily Pre-Start Meeting/Hazard ID completed |  |  | | | Paver setup. Screed checked at start of the day (level and feed controls functional) | |  |
| Approved Traffic Management Plan on site (implemented and effective) |  |  | | | Stringline Tie in points to calculate required asphalt thickness | |  |
|  |  |  | | | Starting blocks in place (including compaction allowance) | |  |
|  |  |  | | |  | |  |
| **During Laying (Tasks 8-9)** | By Who |  | | | **During Laying (Tasks 8-9)** | | By Who |
| Tack coat applied and cured |  |  | | | Rollers working to agreed pattern | |  |
| Mix visually inspected and the ‘in hopper’ temperature is within tolerances (*contract-specific*) |  |  | | | Shape and levels achieved as per specification | |  |
| Mat depth control (*contract-specific*) |  |  | | | QA forms completed as per Job Instruction form | |  |
| Stringline Tie in points for correct depth |  |  | | |  | |  |
|  |  |  | | |  | |  |
| **Post Laying (Tasks 10-11)** | By Who |  | | | **Post Laying (Self-Assessment Score 1-3)** | | Foreman |
| Measure and record area, quantities and spread rate |  |  | | | Job site tidy. All AC piles picked up. Kerbs chipped and swept. Drains checked for AC. No footprints left in gardens/berms | |  |
| Post-paving subcontractors notified |  |  | | | Transition joins/tie ins are tight and flush (no high/low ridges, no risk of plucking out). | |  |
| Collate QA forms and supporting documentation (refer Job Instruction) |  |  | | | Longitudinal and fresh joins are all tight and flush (no high/low ridges, no risk of plucking out – water running freely across joins). | |  |
| Post paving as-builts, coring, survey |  |  | | | Kerbs – height/finish requirements met across 100% of job (refer Job Instruction) | |  |
| Plant de-established and off-hired as appropriate |  |  | | | Ride Quality – Drive over site - no bumps can be felt | |  |
| Roadmarking checked and completed |  |  | | | No visible surface defects (roller / stretch marks) | |  |
| Traffic loops / counter loops reinstated |  |  | | | **Total** | | **/18** |
| Traffic management de-established |  |  | | |  | |  |
| Services exposed, raised and painted  (hydrants, valves, manholes) |  | **Score Guideline**  (record comments/details in General comments section below) | | | | | |
| Job site safe and tidy |  |  | |  | | |  |
|  |  | |  | **1** | | Not Acceptable (remedial/rework required, advise Manager) | |
|  |  | |  | **2** | | Acceptable (no obvious problems, can be handed over to client) | |
|  |  | |  | **3** | | Excellent (entire job above standard) | |

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| **General comments** |  |
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| **Job quantities/spread rate** | | | | | | | | | |
| **Hand lay (H)**  **Paver lay (P)** | **Mix**  **Type** | **Area**  **(m2)** | **Depth as per Job Sheet** | **Tonnes**  **Purchased** | **Wastage**  **Tonnes** | | **Tonnes**  **Laid** | **Average Depth (mm)** | **Emulsion Primer (l)** |
|  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  | |  |  |  |
|  |  |  |  |  |  | |  |  |  |
| **Depth = Tonnes ÷ Conversion Factor (Density) ÷ area (m2)** | | | | | | | | | |
| **Signed by Foreman:** | | | | | | Date: | | | |
| **Reviewed by Manager:** | | | | | | Date: | | | |