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| **Project No.** | | | | | | | |
| **No.** | **Inspection Stage** | | **Inspection** | | | | |
| **N/A or Ö** | **Initials** | | **Date** | **Comments** |
| **Drawing No:** | | | | **Sign No:** | | | |
| **Installing Sign(s)** | | | | | | | |
| **1** | | Ensure the posts are the correct length to ensure the sign will be installed at the correct height |  |  | |  | Minimum mounting height 2m from the underside of the sign(s) and the adjacent road pavement, trafficable shoulder or top of kerb whichever the critical dimension shall be. The exception is for exit signs where the minimum mounting height is 1.2m. |
| **2** | | Ensure posts are connected to foundations with correct fixing bolts/brackets and are fixed securely to ensure the posts are firmly installed in the vertical position |  |  | |  |  |
| **3** | | Once posts have been installed check they are plumb and to the correct spacing apart at the location of the sign |  |  | |  |  |
| **4** | | Check the sign before installation and ensure the sign is exactly as per the shop drawing |  |  | |  |  |
| **5** | | Inspect the sign and make a note of any damage |  |  | |  | Record any damage: |
| **6** | | Ensure graffiti guard or dew guard is present on the sign |  |  | |  | Graffiti Guard on Sign  Dew Guard on Sign |
| **7** | | Clean the sign (if required) as directed by the manufacturer |  |  | |  | Signs shall be cleaned in a manner and frequency that maintains visibility of the sign at all times |
| **8** | | Ensure signs are connected to posts with correct fixing bolts/brackets and are fixed securely to ensure the sign is firmly installed in the vertical position |  |  | |  | Do not fix signs to posts by bolting through the sign unless approved otherwise by the CPS Engineer |
| **9** | | Overhead mounted signs - Ensure horizontal and vertical axis are checked |  |  | |  | Where the road gradient approaching the sign is =2.0% or greater, position the sign so the vertical axis is parallel to a plumb line and the horizontal axis is at right angles to the road.  Where the road gradient approaching the sign is =2.0% or less the sign shall be positioned so its horizontal axis is at right angles to the road, and the vertical axis of the sign is inclined to face upward at a rate of 3mm per 300mm of vertical sign surface for each 1% the road gradient differs from +2%. |
| **10** | | For sign installation follow the Work Instruction and ensure Lifting and Working at Height permits are in place |  |  | |  |  |
| **11** | | Measure the mounting height after the sign is installed to ensure it complies with MOTSAM Part 3, Section 1.18.2c) for Ground mounted signs or Section 1.18.3c) for overhead signs |  |  | |  | Mounting Height = |
| **12** | | Ensure the sign is installed above the hinge where hinges are required (Breakaway signs) |  |  | |  |  |
| **13** | | Undertake a ‘drive by’ with CPS Engineer and ensure the sign(s) are orientated correctly and sign off below |  |  | |  | Ensure signs are directing traffic the right way and are visible. |
| **Comments:**   |  |  |  | | --- | --- | --- | | Grade = | (IL2-IL1) | X100 | | Length | |  |  |  | |  |  |  | |  |   Grade =  Length =  IL2=  IL1= | | | | | | | |
| The above works have been inspected and are considered compliant with the drawings, specifications and instructions | | | | | | | |
| Name: | | | | | Position: **Site Engineer** | | |
| Sign: | | | | | Date: | | |
| Name: | | | | | Position: **CPS Engineer** | | |
| Sign: | | | | | Date: | | |