**Checklist – CAC053M  
Milestones for Administrator**

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| --- | --- | --- | --- | --- | --- |
| **Contractor** |  | **Date** |  | **Review No.** |  |
| **Contract No.** |  | **Project No.** |  | **Project Name** |  |

# Introduction

This checklist is designed to incorporate times for responses and actions in a contract.

# Checklist

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| --- | --- |
| **Date of Acceptance of Tender** |  |
| **Date for Possession of Site** |  |
| **Date Contractor commenced work** |  |

| Clause | Description | Check | No. days action by Contractor | Date | Date submitted by Contractor | No. days action by Administrator | Administrator date to advise by | Date completed |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Conditions of Contract (GCoC)** | | | | | | | | |
| 33.3.2 | Interim Plans, to be submitted 10 Business days prior to the Contractor commencing work on‑site |  | 10 Business Days |  |  |  |  |  |
| Interim Environmental Management Plan |  | 10 Business Days |  |  |  |  |  |
| Interim Work Health and Safety Management Plan |  | 10 Business Days |  |  |  |  |  |
| Interim Traffic Management Plan (where required) |  | 10 Business Days |  |  |  |  |  |
| Interim Community Liaison Plan (where required) |  | 10 Business Days |  |  |  |  |  |
| Severe Weather Management Full Plan |  | 10 Business Days |  |  |  |  |  |
| 33.3 | Contract Plans within 15 Business Days (or as stated in Item 35A of Annexure A of GCoC) after Acceptance of Tender – The Contract Plan shall include the following plans: |  | 15 Business Days |  |  |  |  |  |
| Construction Program |  | 15 Business Days |  |  |  |  |  |
| Quality Plan |  | 15 Business Days |  |  |  |  |  |
| Environmental Management Plan |  | 15 Business Days |  |  |  |  |  |
| Work Health and Safety Management Plan |  | 15 Business Days |  |  |  |  |  |
| Traffic Management Plan (Where required) |  | 15 Business Days |  |  |  |  |  |
| Community Liaison Plan (Where required) |  | 15 Business Days |  |  |  |  |  |
| Severe Weather Management Plan (Where Required) |  | 15 Business Days |  |  |  |  |  |
| Utility Relocation Management Plan (Where required) |  | 15 Business Days |  |  |  |  |  |
| 33.4 | Construction Program within 15 Business Days (or as stated in Item 36A of Annexure A of GcoC) after the Date of Acceptance of Tender |  | 15 Business Days |  |  |  |  |  |
| 30.3(d) | Inspection and Test procedures 5 Business Days prior to carrying out work procedure |  | 5 Business Days |  |  |  |  |  |
| Part 5 Clause Bank | Mandatory Milestones applicable to this Contract are listed in Part 5 Clause Bank under Clause 8 |  |  |  |  |  |  |  |
| 4.3(d) | Administrator to issue minutes of Site Conference within 5 Business Days of the Conference / meeting |  | 5 Business Days |  |  | 5 Business Days |  |  |
| 4.3(b) | Site Conferences to be held at intervals stated in Item 10A of Annexure A to GCoC |  | 1 month |  |  |  |  |  |
| 29.7 | Material Supplied by the Principal – Contractor to notify in writing of date and quantity of material at least 15 Business Days prior to material being required |  | 15 Business Days |  |  |  |  |  |
| 8.7 | Workshop drawings, to be submitted to the Administrator 15 Business Days or as otherwise specified before commencement of work |  | 15 Business Days |  |  |  |  |  |
| 33.2.1(c) | Daily Reports – 11.00am on the following Business Day |  |  |  |  |  |  |  |
| 33.2.2(c) | Weekly Reports – 12PM on Tuesday of the week following the period the report refers to |  |  |  |  |  |  |  |
| 27.7.4 | Disruption to the public – Contractor to consult affected property owners at least 5 Business Days prior to the disruption occurring |  | 5 Business Days |  |  |  |  |  |
| 27.8.1 | Project Signs – within 20 Business Days of Acceptance of Tender Contractor shall supply and erect project signs |  | 20 Business Days |  |  |  |  |  |
| 27.8.2 | Contractor's Advertising – To be removed within 10 Business Days after the Date of Practical Completion or as directed by the Administrator |  | 10 Business Days |  |  |  |  |  |
| 14.5.2(b) | Contractor shall, prior to commencement of work on‑site, submit evidence to the Administrator that the approvals of the relevant Authorities have been obtained for the haulage of plant and materials over surface streets along nominated routes |  |  |  |  |  |  |  |
| 2.9 (a)  (Part 5 Clause Bank) | Reporting – Contractor shall submit blasting details on a weekly basis |  |  |  |  |  |  |  |
| 8.6.4 | Contractors Designer – Deed of Covenant within 5 Business Days of the later of the Date of Acceptance of Tender; or  the date the Contractor’s Designer is engaged by the Contractor-complete and execute, and procure the Contractor's Designer's Deed of Covenant and deliver it to the Administrator. |  | 5 Business Days |  |  |  |  |  |
| 8.6.9 | Permission to use drawings and specifications of contractor's designed defined part – Administrator to give decision within 10 Business Days of submission |  |  |  |  | 10 Business Days |  |  |
| **Specifications and Annexures** | | | | | | | | |
| **MRTS02 Provision for Traffic** | | | | | | | | |
| 5.3 | Traffic Guidance Scheme shall be submitted by the Contractor to the Administrator for a direction as to its suitability, at least 14 days prior to the date of the proposed traffic rearrangement |  | 21 days |  |  |  |  |  |
| **MRTS04 General Earthworks** | | | | | | | | |
| 7.2.1 | Clearing and Grubbing, minimum width required to construct the Works, plus an additional width of not more than the distance stated in Clause 1.1 of Annexure MRTS04.1 or three metres for earthworks or two metres beyond the plan limits of the bridge where not so stated; or the property boundaries, whichever is the lesser; |  |  |  |  |  |  |  |
| **MRTS11 Sprayed Bituminous Surfacing (Excluding Emulsion)** | | | | | | | | |
| 5.2 | Contractor shall submit the documented procedures and the Inspection and Test Plan to the Administrator not less than 7 days prior to their proposed use |  | 7 days |  |  |  |  |  |
| 6.3.2 | Contractor shall submit the seal design Report to the Administrator at least 7 days prior to the commencement of bituminous spraying operations |  | 7 days |  |  |  |  |  |
| **MRTS24 Manufacture of Precast Concrete Culverts** | | | | | | | | |
| 11.5 | Contractor shall supply the Administrator with application for substitution of reinforcement in large box culverts no less than 7 days prior to placement |  | 7 days |  |  |  |  |  |
| **MRTS51 Environmental Management** | | | | | | | | |
| 7.5 | Contractor shall report monitoring results, analysis and any corrective actions to the Administrator on a monthly basis |  |  |  |  |  |  |  |
| **MRTS70 Concrete** | | | | | | | | |
| 9.2 | Contractor shall nominate the special-class concrete mix to be used in the Works not less than four weeks prior to the commencement of concreting operations |  | 4 weeks |  |  |  |  |  |
| 13.1 | Contractor shall submit procedure for hot weather concreting at least two weeks prior to first concrete pour |  | 2 weeks |  |  |  |  |  |
| 15.1.1 | Trial mix – each trial mix is a Witness Point with a notice period of three days |  | 3 days |  |  |  |  |  |
| 15.3 | Contract shall supply to the Administrator detailed drawings of falsework at least four weeks prior to the commencement of erection |  | 4 weeks |  |  |  |  |  |
| 15.6.3 | Submit procedure for underwater concreting |  | 2 weeks |  |  |  |  |  |
| **MRTS74 Supply and Erection of Prestressed Concrete Deck and Kerb Units** | | | | | | | | |
| 5.2.1.1 | Contractor shall submit its procedure for the handling, transport and storage of units not less than 14 days prior to commencement of any such activities |  | 14 days |  |  |  |  |  |
| 7.1 | Contractor shall submit its procedure for the erection of units not less than 21 days prior to commencement of such erection |  | 21 days |  |  |  |  |  |
| **MRTS75 Supply and Erection of Prestressed Concrete Girders** | | | | | | | | |
| 5.2.1 | Contractor shall submit its procedure for the handling, transport and storage of girders to the Administrator not less than 14 days prior to commencement of any such activities |  | 14 days |  |  |  |  |  |
| 7.1 | Contractor shall submit its procedure for the erection of girders not less than 21 days prior to commencement of such erection |  | 21 days |  |  |  |  |  |
| **MRTS82 Bridge Deck Expansion Joints** | | | | | | | | |
| 5.5 | Contractor shall submit design documentations to Administrator at least 14 days prior to fabrication of the joint |  | 14 days |  |  |  |  |  |
| 10.1 | The Contractor shall prepare documented procedures incorporating the supplier's installation requirements for all construction/installation processes.  Quality System Requirements and submitted to the Administrator at least 14 days before  commencement of the joint installation for approval by the administrator. |  | 14 days |  |  |  |  |  |
| **MRTS91 Conduits and Pits** | | | | | | | | |
| 5.3 | A construction procedure for the installation of all conduits and pits shall be submitted to the Administrator at least 14 days prior to the commencement of installation |  | 14 days |  |  |  |  |  |
| 8.1 | Conduit runs and pit locations shall be set out and notice of such set out shall be provided to the Administrator at least 48 hours prior to the commencement of construction |  | 48 hours |  |  |  |  |  |
| **MRTS94 Road Lighting** | | | | | | | | |
| 7.1 | Not less than 4 weeks prior to installation of luminaires and / or poles, the Contractor shall submit to the Administrator a road lighting design which complies with the requirements of the department’s Road Planning and Design Manual (RPDM) Volume 6 – Lighting |  | 4 weeks |  |  |  |  |  |

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| Reviewed by: |  | |  | |  | |
| Name |  | Signature |  | Date |  |