

Instructions for Contractors Installing and/or Removing Regulatory Traffic Signs/Devices

1. This form M994 is to be completed each time the Contractor makes changes to regulatory signs/devices including traffic signals, pedestrian crossings etc.
2. The location of each sign/device is to be identifiable.
3. The form is to be certified by the Nominated Traffic Officer of the Contractor who has the qualifications and experience required in the Contract.
4. The form is to be submitted with the Traffic Guidance Scheme.
5. When the Traffic Guidance Scheme is deemed suitable, a copy will be forward to Main Roads for its records.
6. The Contractor is to record and certify the date and time of each traffic switch, the date and time each regulatory sign/device is displayed to the public and the measured location, and then the date and time each regulatory sign/device is removed.
7. The form is to be submitted to Main Roads when the Traffic Guidance Scheme is finalised.

Record Details of Installation and/or Removal of Regulatory Traffic Signs/Devices

Each change to regulatory signs/devices including traffic signals, pedestrian crossings etc is to be recorded in the table below. Attach additional records if required.

Sign/Device details	Location (Refer to drawing)	Display Sign/Device		Removal of Sign/Device	
		Date	Time	Date	Time

Signature
 Date

Date and Time of Traffic Switches

Switch reference	Switch date	Switch time	Signature	Date
	/ /			/ /
Switch reference	Switch date	Switch time	Signature	Date
	/ /			/ /

Declaration by Person Responsible for Installation and/or Removal

I certify that the erection and/or removal of traffic control devices is recorded above. For temporary installation and/or removal, I also certify that the traffic control devices have been in place for the full period and, if not, a report is attached.

Responsible person's signature
 Date