

SC-000: Guidelines for Checklists

Contract Administration System (CAS) Manual

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Feedback

Please send your feedback regarding this document to: tmr.techdocs@tmr.qld.gov.au

SC-000: Guidelines for Checklists

Development of the Contract Administration System Standard Checklists supports the intent for improved consistency of inspection across the state by Transport and Main Roads inspectors and other surveillance personnel.

The overriding principles of these checklists are that they:

- Be simple, and
- Provide value to the surveillance requirements of the contract through:
 - Addressing appropriate risk elements.
 - Providing appropriate prompts to surveillance personnel.
 - Providing a record of surveillance activity.

The checklists are also meant to have some "knowledge capture" so new inspectors carrying out surveillance have some guidance as to where to find references in contract documents, as well as providing some useful "Hints and Tips" on issues.

Format

While some consistency of approach has been adopted, the format or content may require amendment to suit prevailing local or project conditions. It is recommended that if project conditions are the issue, this set be a starting point for each project as significant alteration may otherwise occur.

How to use

- These checklists may be compiled with the Administrator's Surveillance Plan for the surveillance team. Refer:
 - CAP002M *Development of the Administrator's Surveillance Plan* and
 - CAF001M *Administrator's Surveillance Plan*.
- Consider use of CAF019M *Contractor Surveillance Audit Report* in conjunction with checklists.

Note:

- Records contained in checklists are not considered a replacement of daily diary entries.
- Checklists will be revised when there is an update to the Technical Specifications or Standard Drawings.
- Checklists are templates only and may be amended to suit specific contract and local requirements.
- If issues are deemed important enough to warrant a significant change to these checklists, it is requested that suggestions be sent via email to tmr.techdocs@tmr.qld.gov.au for collation, assessment as to relevance for the wider community and improvement of the manual. In this way the manual will maintain improvement and relevance to Transport and Main Roads' operations.
- It is recommended that prior to using the checklists, a check be made that there are no overriding conditions in the Project Specific Specifications or Annexures to Technical Specifications.
- Checklists are not intended to replace / duplicate the contractor's responsibility to submit lot conformance documentation (eg. conformance test results, NCR's etc.).

