

Inspection Ref. No.: _____

Highways Department
Permit Site Audit Inspection Checklist

District: _____ **Date of Inspection:** ____/____/____ **Time of Inspection:** _____
Location: _____ **Street name:** _____
Name of Permittee: _____ **Name of Nominated Permittee:** _____
Responsible Officer: _____ **Contact Tel. No.:** _____

Valid Permit [section 10 of the Land (Miscellaneous Provisions) Ordinance]

I. Normal Excavation Work

Permit No.: _____ (from data of XPMS)

1. ☐ completion notice submitted (from data of XPMS)

(If box 1 gives a tick, no need to show boxes 2 & 3)

2. ☐ expired & 3. ☐ no extension application received (from data of XPMS)

(If either box 2 or 3 gives no tick, no need to show box 4)

4. ☐ action required by ET (A tick to be given by the audit staff if the site is checked still active.)

II. Emergency Excavation Work

Emergency Permit No.: _____ (from data of XPMS)

5. ☐ expired (from data of XPMS)

(If box 5 gives no tick, no need to show box 6)

6. ☐ action required by ET (A tick to be given by the audit staff if the site is checked still active.)

Emergency Serial No.: _____ (from data of XPMS)

7. ☐ no emergency incident reported

(A tick to be given by the audit staff if emergency serial no. given blank)

8. ☐ not an emergency incident defined in section 2 of the amendment Ordinance

(A tick to be given by the audit staff if not an emergency work in the list downloaded from XPMS)

9. ☐ action required by ET (A tick is given automatically if either box 7 or 8 ticked.)

10. ☐ completion notice submitted (from data of XPMS)

(If box 10 gives a tick, no need to show boxes 11 & 12)

11. ☐ initial period expired & 12. ☐ no permit application received (from data of XPMS)

(If either box 11 or 12 gives no tick, no need to show box 13)

13. ☐ action required by ET (A tick to be given by the audit staff if the site is checked still active.)

Permit No.: _____ (from data of XPMS)

14. ☐ completion notice submitted (from data of XPMS)

(If box 14 gives a tick, no need to show boxes 15 & 16)

15. ☐ expired & 16. ☐ no extension application received (from data of XPMS)

(If either box 15 or 16 gives no tick, no need to show box 17)

17. ☐ action required by ET (A tick to be given by the audit staff if the site is checked still active.)

III. Small Scale Works

Small Scale Works Permit No.: _____ (from data of XPMS)

18. ☐ **expired** (from data of XPMS)

(If box 18 gives no tick, no need to show box 19)

19. ☐ **action required by ET** (A tick to be given by the audit staff if the site is checked still active.)

Small Scale Works Identification No.: _____ (from data of XPMS)

20. ☐ **no small scale works incident reported**

(A tick to be given by the audit staff if small scale works identification no. given blank)

21. ☐ **not a small scale works in accordance with the criteria as stated in the Small Scale Works permit:**

a. total aggregate area of excavation (excluding the extent for permanent reinstatement) exceeded 4 sq. m

b. total aggregate length (measured along the longest side) of excavation (excluding the extent for permanent reinstatement) exceeded 6m

(A tick to be given by the audit staff if not fulfil the above criteria for a small scale works)

22. ☐ **action required by ET** (A tick is given automatically if either box 20 or 21 ticked.)

23. ☐ **completion notice submitted** (from data of XPMS)

(If box 23 gives a tick, no need to show box 24)

24. ☐ **the time limit of 24 or 48 hours** (as the case may be in accordance with the criteria as stated in the Small Scale Works permit) **expired**
(calculated from data of XPMS)

(If box 24 gives no tick, no need to show box 25)

25. ☐ **action required by ET** (A tick to be given by the audit staff if the site is checked still active and no inclement weather was reported in the past 24 or 48 hours as the case may be)

Advance Notification (AN)

26. ☐ **AN submitted** Intended or new intended commencement date _____ (from data of XPMS)

(The followings to be checked by the audit staff.)

27. ☐ **active site with AN submission**

28. ☐ **active site without AN submission** [clause 12(A) of XP conditions]

29. ☐ **site with AN but not yet commenced on the intended commencement date or the new intended commencement date** [clause 12(B) of XP conditions]

30. ☐ **work commenced before the intended commencement date or the new intended commencement date** [clause 12(C) of XP conditions]

Site Establishment

◆ Excavation permitted under the Permit

- (1) ☐ horizontal extent and depth of excavation permitted under the Permit [section 10(1) of LMPO]
- ☐ ☐NC a. Excavation outside the horizontal extent permitted under the Permit/depth of excavation exceeded the depth permitted under the Permit
☐1 ☐2
- (2) ☐ length of excavation permitted to be fenced off and opened at one time [clause 19 of XP conditions]
- ☐ ☐NC a. Length of excavation fenced off and opened exceeding approved length
☐1 ☐2

◆ Publicity board

- (3) ☐ permit displayed and temporary traffic arrangement plan made available for inspection [clause 9(A) of XP conditions or clause 10(A) of EXP conditions]
- ☐ ☐NC a. Permit not displayed
☐ ☐NC b. TTA plan not made available for inspection
- (4) ☐ adequacy/quality of small publicity board [clause 9(B) of XP conditions or clause 10(B) of EXP conditions]
- ☐ ☐NC a. Incorrect type of small publicity board used
☐1 ☐2
- ☐ ☐NC b. Information not provided as per Drg no. H 6144 or 6145
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC c. Details not provided as per Drg nos. H 6144, 6145, 6146 & 6147 or Permittee's drawing(s) approved by the Authority
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
- ☐ ☐NC d. Board not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing)
- ☐ ☐NC e. Board not erected at a prominent location orientated towards pedestrians for public's reference
- ☐ ☐NC f. No. of boards not provided as per note 13 of Drg no. H 6146
☐1 ☐2 ☐3
- (5) ☐ adequacy/quality of publicity board for motorists [clause 9(C) of XP conditions or clause 10(C) of EXP conditions]
- ☐ ☐NC a. Incorrect type of publicity board for motorists used
☐1 ☐2
- ☐ ☐NC b. Information not provided as per Drg no. H 6148 or 6149
☐1 ☐2 ☐3 ☐4
- ☐ ☐NC c. Details not provided as per Drg nos. H 6146, 6147, 6148 & 6149 or Permittee's drawing(s) approved by the Authority
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
- ☐ ☐NC d. Board not securely and safely supported as per Drg nos. H 6165, 6166 & 6167 or Permittee's drawing(s) approved by the Authority
- ☐ ☐NC e. Board not erected at a prominent location inside the site oriented towards approaching motorists
- ☐ ☐NC f. No. of boards not provided as per Guidance Notes No. RD/GN/019
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC g. Board not located at least a distance from any temporary/permanent traffic signs or signals as per Guidance Notes No. RD/GN/019
- ☐ ☐NC h. Board not erected to a height such that its line of sight is not obstructed as per Guidance Notes No. RD/GN/019
- (6) ☐ information on publicity board is updated [clauses 9(D) of XP conditions or clauses 10(D) of EXP conditions]
- ☐ ☐NC a. Information on board not updated
- (7) ☐ enquiry telephone reachable at all times [clauses 9(E) of XP conditions or clauses 10(E) of EXP conditions]
- ☐ ☐NC a. Enquiry telephone not reachable at all times

◆ Existing works and installations

- (8) ☐ ground movement and damage in any adjacent roads, buildings or any other structures [clause 20(G) of XP conditions or clause 19(G) of EXP conditions]
- ☐ ☐NC a. Apparent ground movement/damage observed or identified
- (9) ☐ inform the concerned utility undertakings of the existence of utility pit covers prior to hoarding erection [clause 22(A) of XP conditions or clause 21(A) of EXP conditions]
- ☐ ☐NC a. Written proof of such notification not produced
- (10) ☐ access to utility pits and opening of pit covers for site enclosed by hoardings [clause 22(B) of XP conditions or clause 21(B) of EXP conditions]
- ☐ ☐NC a. Access obstructed

- (11) ☐ access to fire hydrants, valves, manholes, channels, gullies and other street hardware [clause 23 of XP conditions or clause 22 of EXP conditions]
- ☐ ☐NC a. Access to fire hydrants and valves obstructed
- ☐ ☐NC b. Reasonable access to watermain, stormwater drains and sewers, manholes, channels, gullies and other street hardware not maintained
- (12) ☐ remove/cover/relocate street name plates, street furniture, drainage facilities, mail boxes and traffic aids [clause 24 of XP conditions or clause 23 of EXP conditions]
- ☐ ☐NC a. Removed/covered/relocated without consent of relevant authority
☐1 ☐2
- ☐ ☐NC b. Drainage facilities removed/covered/relocated; or proper functions of these facilities affected by site operations/equipment/activities without consent of relevant authority
☐1 ☐2

◆ **Lighting, signing and guarding**

- (13) ☐ lighting, signing and guarding provided at road opening works as per Code of Practice for LSG [clause 26(A) of XP conditions or clause 24(A) of EXP conditions]
- ☐ ☐NC a. Correct length of approach and exit tapers not provided
☐1 ☐2 ☐3 ☐4 (Obsoluted) ☐5 ☐6 ☐7
- ☐ ☐NC b. Site boundaries on carriageway not delineated by adequate traffic cones and cylinders (size, spacing at tapers and along excavation)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
☐11
- ☐ ☐NC c. Road hazard warning lanterns not provided as per CoP for LSG (type, height & spacing)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
☐11 ☐12 ☐13 ☐14
- ☐ ☐NC d. Signs not provided as per CoP for LSG (type, size, location, height, orientation & number)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 (Obsoluted) ☐9 ☐10
☐11 ☐12 ☐13 ☐14 ☐15 ☐16 ☐17 ☐18 ☐19 ☐20
☐21 ☐22 ☐23 ☐24 ☐25 ☐26 ☐27 ☐28 ☐29 ☐30
☐31 ☐32 ☐33 ☐34 ☐35 ☐36 ☐37 ☐38 ☐39 ☐40
- ☐ ☐NC e. Advance warning signs and 'Road Work Ends' sign not placed with correct number & siting distances
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC f. No continuous barriers to fence off obstruction/excavation from pedestrian flow
☐1 ☐2
- ☐ ☐NC g. Traffic control equipment not provided as per CoP for LSG
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC h. Water-filled barriers without stipulated containment level not provided as per CoP for LSG
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC i. Works on Expressway not carried out as per CoP for LSG
☐1 ☐2 ☐3 ☐4 (Obsoluted) ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
☐11 ☐12 ☐13 ☐14 ☐15 ☐16
- ☐ ☐NC j. Works on Tramway Track not carried out as per CoP for LSG
☐1 ☐2 ☐3
- ☐ ☐NC k. Temporary safety barriers with stipulated containment level not provided as per CoP for LSG
☐1 ☐2 ☐3 ☐4
- (14) ☐ condition and quality standard of lighting, signing and guarding provided [clause 26(A)&(C) of XP conditions or clause 24(A) &(C) of EXP conditions]
- ☐ ☐NC a. Condition/quality of signs unsatisfactory (material type & reflectiveness, thickness, clean, free from damage, rigidly fixed, radius at corners & condition of edges)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9
- ☐ ☐NC b. Condition/quality of cones or cylinders unsatisfactory (reflectorized white/red portions, clean & free from damage)
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC c. Condition/quality of barriers unsatisfactory (properly hooked/fastened, painted, stable & substantial)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7
- ☐ ☐NC d. Condition/quality of lanterns unsatisfactory (comply with specification & operating during hours of darkness)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6

◆ **Temporary traffic arrangement and control**

- (15) ☐ name and contact telephone of the responsible technician displayed at the back of temporary traffic light signal [clause 28 of XP conditions or clause 26 of EXP conditions]
- ☐ ☐NC a. Name and contact telephone of the responsible technician not displayed
- ☐ ☐NC b. Enquiry telephone not reachable at all times
- (16) ☐ arrangement for diversion of pedestrians onto carriageway [clause 29 of XP conditions or clause 27 of EXP conditions]
- ☐ ☐NC a. Correct length of approach and exit tapers not provided
☐1 ☐2
- ☐ ☐NC b. No continuous barriers to fence off obstruction/excavation from pedestrian flow

- ☐ ☐ NC ☐ 1 ☐ 2 c. Barriers/plastics barricades not provided on carriageway with adequate cones (type, size, spacing at tapers and along diversion route)
- ☐ ☐ NC ☐ 1 ☐ 2 ☐ 3 ☐ 4 d. Signs not provided as per CoP for LSG (type, size, siting distance, location, number, height, orientation & condition)
- ☐ ☐ NC ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 e. Road hazard warning lanterns not provided as per CoP for LSG (type, height, spacing & fixing details on barriers)
- ☐ ☐ NC ☐ 1 ☐ 2 ☐ 3 ☐ 4 f. Road hazard warning lanterns not operating as per CoP for LSG
- ☐ ☐ NC ☐ 1 ☐ 2 g. Temporary platform with ramps not provided as per Drg. no. H 1133 as reasonably practicable to facilitate people in wheelchair
- (17) ☐ temporary road markings used and properly maintained for temporary traffic diversion [clause 31(A) of XP conditions or clause 29(A) of EXP conditions]
- ☐ ☐ NC a. Inappropriate road markings provided (type, color, line width, length & gap)
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- ☐ ☐ NC b. Temporary road markings not reflectorized
- (18) ☐ cover or remove existing road markings when replaced by temporary or new road markings [clause 31(B) of XP conditions or clause 29(B) of EXP conditions]
- ☐ ☐ NC a. Existing markings, only required to be covered temporarily, not masked with proprietary black tape
- ☐ ☐ NC b. Existing markings, made redundant by reason of work, not masked nor removed
- ☐ ☐ NC c. Covering or removing an existing marking not applied over a rectangular area covering the marking but just the shape of it
- ◆ **Vehicular and pedestrian facilities**
- (19) ☐ no operations interfering unnecessarily or improperly with convenience of the public or the access to public/private roads or footpath or properties [clause 33(A) of XP conditions or clause 31(A) of EXP conditions]
- ☐ ☐ NC a. Operation interfering with convenience of public or the access to public/private roads or footpath or properties
☐ 1 ☐ 2
- (20) ☐ establish and maintain pedestrian/vehicular access or any temporary diversion [clause 26(A)&(D) / clause 33(B) of XP conditions or clause 24(A)&(D) / clause 31(B) of EXP conditions]
- ☐ ☐ NC a. Minimum clear footway width not provided and maintained for pedestrians
☐ 1 2(Obsoleted) 3(Obsoleted) ☐ 4
- ☐ ☐ NC b. No adequate alternative pedestrian diversion route provided and maintained
- ☐ ☐ NC c. Pedestrian access to or of properties not properly established & maintained
- ☐ ☐ NC d. Minimum unobstructed carriageway width not provided and maintained for vehicular access
☐ 1 ☐ 2 ☐ 3
- ☐ ☐ NC e. Vehicular access (including run-in) to or of properties not properly maintained
- ☐ ☐ NC f. Correct length of approach and exit tapers not provided as per the agreed temporary traffic arrangement plan
- ☐ ☐ NC g. Signs not provided as per the agreed temporary traffic arrangement plan
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
- ☐ ☐ NC h. Parking place/space occupied without authorization
- (21) ☐ unobstruction to emergency exits and emergency vehicle access [clause 33(C) of XP conditions or clause 31(C) of EXP conditions]
- ☐ ☐ NC a. Emergency exit/Emergency vehicle access obstructed
- ◆ **Unattended site and idle sites**
- (22) ☐ excavation not left open without being actively worked on [clause 37(A) of XP conditions or clause 35(A) of EXP conditions]
* (This item is considered as non-compliance only when both NC boxes in the morning and afternoon give a tick.)
- ☐ ☐ NC Site unattended without display board during inspection in the morning
- ☐ ☐ NC Site unattended without display board during inspection in the afternoon
- (23) ☐ Excavation not to be actively worked on covered with steel plates or decking for re-open to passage of vehicular/pedestrian traffic [clause 37(B) of XP conditions or clause 35(B) of EXP conditions]
- ☐ ☐ NC a. Excavation not actively worked on not covered with steel plates/ or decking safely and reasonably nuisance-free
- ☐ ☐ NC b. Idle site exceeding 14 consecutive working days and does not allow the area to be reopened for the safe and reasonably nuisance-free passage of vehicular or pedestrian traffic
- (24) ☐ small display board explaining reasons for idle road works [clause 37(B) / clause 37(C)(I),(II)&(IV) of XP conditions or clause 35(B) / clause 37(C) (I),(II)&(IV) of EXP conditions]
- ☐ ☐ NC a. Information not provided as per Drg no. H 6133
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
- ☐ ☐ NC b. Details not provided as per notes of Drg no. H 6133, 6134 or Permittee's drawing(s) approved by the Authority
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
- ☐ ☐ NC c. Not securely mounted on a stable structure (e.g. temporary barrier, hoarding or railing)
- ☐ ☐ NC d. Not erected at a prominent location orientated towards pedestrians for public's reference
- ☐ ☐ NC e. No. of boards not provided as per note 12 of Drg no. H 6134 or otherwise approved by the Authority

- ☐ ☐NC ☐1 ☐2 ☐3
- ☐ ☐NC f. Non-standard reason for idle site is provided without prior approval
- ☐ ☐NC g. The reason for idle site displayed not manifestly reflecting the genuine situation of the idle site
- ☐ ☐NC h. Works resumption date displayed is not legitimate or exceeds 14 consecutive working days beyond the date of inspection
- ☐ ☐NC ☐1 ☐2 ☐3
- ☐ ☐NC i. Display board for idle site erected where a site is being actively worked on

(25) ☐ display board for motorists explaining reasons for idle road works [clause 37(B) / clause 37(C)(I),(III)&(IV) of XP conditions or clause 35(B) / 35(C)(I),(III)&(IV) of EXP conditions]

- ☐ ☐NC a. Information not provided as per Drg no. H 6133 or 6138
- ☐ ☐NC ☐1 ☐2 ☐3 ☐4 ☐5 ☐6
- ☐ ☐NC b. Details not provided as per notes of Drg no. H6133, 6134, 6138 or Permittee's drawing(s) approved by the Authority
- ☐ ☐NC ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
- ☐ ☐NC c. Not supported as per Drg nos. H 6165, 6166 & 6167 or Permittee's drawing(s) approved by the Authority
- ☐ ☐NC d. Erected at a prominent location inside the site oriented towards approaching motorists
- ☐ ☐NC e. No. of boards not provided as per Guidance Notes No. RD/GN/024
- ☐ ☐NC ☐1 ☐2
- ☐ ☐NC f. Not located at least a distance from any temporary/permanent traffic signs or signals as per Guidance Notes No. RD/GN/024
- ☐ ☐NC g. Not erected to a height such that its line of sight is not obstructed as per Guidance Notes No. RD/GN/024
- ☐ ☐NC h. Non-standard reason for idle site is provided without prior approval
- ☐ ☐NC i. The reason for idle site displayed not manifestly reflecting the genuine situation of the idle site
- ☐ ☐NC j. Works resumption date displayed is not legitimate or exceeds 14 consecutive working days beyond the date of inspection
- ☐ ☐NC ☐1 ☐2 ☐3
- ☐ ☐NC k. Display board for idle site erected where a site is being actively worked on

◆ Site cleanliness

(26) ☐ litter and waste removed from the site and properly disposed of daily [clause 38(A) of XP conditions or clause 36(A) of EXP conditions]

- ☐ ☐NC a. Litter/rubbish found in the fenced off site
- ☐ ☐NC b. Waste generated from work not removed off site
- ☐ ☐NC c. Site not cleared and cleaned up before site vacation

(27) ☐ any overspill or wash-away of excavation and construction materials onto adjacent land removed and cleaned up immediately [clause 38(B) of XP conditions or clause 36(B) of EXP conditions]

- ☐ ☐NC a. Excavation/construction debris spilled over adjacent land not removed
- ☐ ☐NC b. Excavation/construction materials washed away onto adjacent land not cleaned up

(28) ☐ anti-mosquito measures to prevent mosquito breeding places [clause 38(C) of XP conditions or clause 36(C) of EXP conditions]

- ☐ ☐NC a. Equipment/materials not stored, covered or treated to prevent water from being retained
- ☐ ☐NC ☐1 ☐2 ☐3 ☐4

(29) ☐ dust suppression measures to prevent dust generated from the site [clause 38(D) of XP conditions or clause 36(D) of EXP conditions]

- ☐ ☐NC a. Generation of dust is observed and the dust suppression measures are not taken on site
- ☐ ☐NC ☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC b. Dump trucks not properly covered to prevent and control dust emission

Location of Utilities

◆ Use of non-destructive detectors

(30) ☐ use of non-destructive underground services detectors [clause 20(C)(I)&(III) of XP conditions or clause 19(C)(I)&(III) of EXP conditions]

- ☐ ☐NC a. Site record photos and investigation results not available

◆ Trial pits

(31) ☐ hand-dug trial pits or any suitable investigation prior to using mechanical plant for road breaking and excavation [clause 20(C)(II)&(III) of XP conditions or clause 19(C)(II)&(III) of EXP conditions]

- ☐ ☐NC a. Site record photos and investigation results not available

Excavation and Service Installation

◆ Break up road surface, remove spoil and protect trees

(32) ☐ site supervising personnel provided to oversee the operation of mechanical plant and excavation close to or around underground services and installations is carried out by hand digging method or in accordance with guidelines and codes of practices issued by the relevant authorities [clause 20(D) of XP conditions or clause 19(D) of EXP conditions]

- ☐ ☐NC a. Site supervising personnel not provided to oversee the operation of mechanical plant
- ☐ ☐NC b. Excavation close to or around underground services not carried out by hand digging method or relevant guidelines/CoP

☐1 ☐2

(33) ☐ tree protection

- ☐ ☐NC a. Pruning, felling, transplanting, drilling, lopping, cutting or any other forms of damaging of trees without authorization [clause 25(B) of XP conditions]
- ☐ ☐NC b. Records of informing the relevant tree maintenance authorities not available when tree damage is observed [clause 25(A) of XP conditions or clause 23a of EXP conditions]

(34) ☐ materials unsuitable for backfilling removed from the site daily [clause 34(C) of XP conditions or clause 32(C) of EXP conditions]

* (This item is considered as non-compliance only when both NC boxes give a tick.)

- ☐ ☐NC a. Unsuitable materials not removed off site
- ☐ ☐NC b. Previous unsuitable materials still not removed off site during inspection in the following day

◆ **Trench excavation and shoring installation**

(35) ☐ adequate support to trench excavation to prevent collapse of the trench excavation [section 10(T)(1) of LMPO]

- ☐ ☐NC a. Adequate support not installed in trench excavation with depth greater than 1.2m
- ☐ ☐NC b. Adequate safe access to and egress from trench not provided
- ☐ ☐NC c. Safe method of withdrawing support during backfilling not used

(36) ☐ adequate drainage measures to prevent flooding in the trench excavation [section 10(T)(1) of LMPO]

- ☐ ☐NC a. No pumps of sufficient capacity working at proper sumps on site
☐1 ☐2
- ☐ ☐NC b. Upstands along either side of the trench not provided
- ☐ ☐NC c. Gaps/voids between support and the vertical trench sides not filled up to prevent surface runoff

(37) ☐ remove obstruction to the full number of traffic lanes of carriageway/sufficient footway for safe and free passages of vehicular traffic/pedestrians during restricted hours [clause 30 of XP conditions or clause 28 of EXP conditions]

- ☐ ☐NC a. Excavation not plated over & obstruction not removed for vehicular traffic/pedestrians during restricted hours
☐1 ☐2

(38) ☐ excavation materials used for backfilling properly contained within the site and prevented them from wash-away by rain [clause 34(A) of XP conditions or clause 32(A) of EXP conditions]

- ☐ ☐NC a. Materials to be used for backfilling not properly contained

(39) ☐ excavation materials removed from the site within the next day of notification to maintain pedestrian or vehicular access [clause 34(B) of XP conditions or clause 32(B) of EXP conditions]

- ☐ ☐NC a. Excavation materials not removed off site to maintain pedestrian or vehicular access within next day of notification

(40) ☐ temporary pedestrian crossing or other suitable means approved by the Authority to maintain access to adjoining premises for excavation along building frontages [clause 35 of XP conditions or clause 33 of EXP conditions]

- ☐ ☐NC a. Temporary pedestrian crossing (e.g. Drg no. H 1132) or other approved means over trench not provided to maintain access
☐1 ☐2
- ☐ ☐NC b. Temporary decking not securely fixed
- ☐ ☐NC c. Significant deflection of temporary decking under pedestrian load observed

(41) ☐ steel plates over trench opening for concrete carriageway [clause 36(A) of XP conditions clause 34(A) of EXP conditions]

- ☐ ☐NC a. Vehicle crossing over trench not provided as per Drg nos. H 6136/1 and 6136/2
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
- ☐ ☐NC b. Temporary decking not securely fixed
- ☐ ☐NC c. Significant deflection of steel plate under vehicle load observed

(42) ☐ steel plates over trench opening for bituminous carriageway [clause 36(B) of XP conditions clause 34(B) of EXP conditions]

- ☐ ☐NC a. Vehicle crossing over trench not provided as per Drg no. H 6135
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10
- ☐ ☐NC b. Temporary decking not securely fixed
- ☐ ☐NC c. Significant deflection of steel plate under vehicle load observed

◆ **Support and protect utilities**

(43) ☐ safe working practices adopted to prevent damaging installations and services in accordance with guidelines and CoP issued by the relevant authorities [clause 20(E) of XP conditions or clause 19(E) of EXP conditions]

- ☐ ☐NC a. Ground movement adjacent to installations and services due to excavation observed
- ☐ ☐NC b. Service across trench not properly supported
- ☐ ☐NC c. Warning signs to prevent damaging other existing services not provided

◆ **Service installation**

- (44) ☐ minimum depth measured vertically to the top of the underground services or installations including pipes, cables, ducts, joints, etc. [clause 18(A) of XP conditions or clause 18(A) of EXP conditions]
- ☐ ☐NC a. A minimum depth not provided
☐1 ☐2 ☐3 ☐4 ☐5 ☐6
- (45) ☐ minimum depth measured vertically to the top of the underground services or installations running along the “Kerb Zone” [clause 18(B) of XP conditions or clause 18(B) of EXP conditions]
- ☐ ☐NC a. A minimum depth along kerb zone not provided

Backfilling and Reinstatement

◆ **Backfilling**

- (46) ☐ each layer of backfill materials properly compacted with a power rammer, vibratory plate or vibratory roller [clause 41(A) of XP conditions or clause 39(A) of EXP conditions]
- ☐ ☐NC a. Backfilling not properly compacted with appropriate compaction plant to road formation
- (47) ☐ suitable backfilling materials [clause 41(B) of XP conditions or clause 39(B) of EXP conditions]
- ☐ ☐NC a. Backfilling with unsuitable materials or exceeding 75mm maximum particle size
☐1 ☐2
- (48) ☐ suitable compaction of backfilling materials adjacent to gas plant and watermains [clause 41(D) of XP conditions or clause 39(D) of EXP conditions]
- ☐ ☐NC a. Backfilling materials adjacent to gas plant and watermains not suitably placed and compacted by hand-rammer
- (49) ☐ no heavy excavator or compaction roller passed over buried utility installations with less than 1m overburden cover [clause 20(F) of XP conditions or clause 19(F) of EXP conditions]
- ☐ ☐NC a. Heavy excavator or compaction roller passed over buried utility installations with less than 1m overburden cover
- (50) ☐ backfilling in pavement of paving slab/block construction to be permanently reinstated by the Authority [clause 45(B)(I) of XP conditions or clause 43(B)(I) of EXP conditions]
- ☐ ☐NC a. Compacted backfill and granular sub-base not placed up to the formation level as per Drg no. H 1131

◆ **Pavement reinstatement**

- (51) ☐ reinstatement of pavement in compliance with the standards of the Authority [clause 42 of XP conditions or clause 40 of EXP conditions]
- ☐ ☐NC a. No saw cut along reinstatement limits
- ☐ ☐NC b. Sub-base layer reinstatement not properly constructed (material type & thickness, compaction and finished surface)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8
- ☐ ☐NC c. Kerbs not properly constructed as per Drg no. H 1101, 1102 or 1103
- ☐ ☐NC d. Bituminous pavement reinstatement not properly laid and compacted (laying, compaction, type & thickness of materials to be put back and finished surface)
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC e. Concrete carriageway reinstatement not properly constructed (details as per Drg no. H 1124, joints reinstatement, concrete placing & compaction, finished surface, curing and protection)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8
- ☐ ☐NC f. Concrete footway & run-in reinstatement not properly constructed (details as per Drg nos. H 1127 and 1128, joint spacing & reinstatement, concrete placing & compaction, finished surface and curing)
☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9
- ☐ ☐NC g. Paving slab/block reinstatement not properly constructed (details as per Drg no. H 1131, paving block laying and finished surface)
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC h. Extent of pavement not reinstated to the Authority’s requirement (Drg nos. H 1125, 1128, 1130, 1131 or otherwise advised by the Authority)
☐1 ☐2 ☐3 ☐4 ☐5
- (52) ☐ reinstatement of concrete staircase [clause 43(A) of XP conditions or clause 41(A) of EXP conditions]
- ☐ ☐NC a. Concrete staircase not reinstated to the original details, dimensions, lines, levels, etc
☐1 ☐2
- (53) ☐ reinstatement of masonry staircase and granite kerb [clause 43(B) of XP conditions or clause 41(B) of EXP conditions]
- ☐ ☐NC a. Masonry steps staircase and granite kerb not reinstated to the original state
☐1 ☐2
- (54) ☐ temporary reinstatement of pavement in compliance with HyD standard drawing [clause 45(A) of XP conditions or clause 43(A) of EXP conditions]

- ☐ ☐NC a. No saw cut along reinstatement limits (obsolete requirement)
- ☐ ☐NC b. Pavement not temporarily reinstated as per Drg no. H1123
☐1 ☐2 ☐3 ☐4 ☐5
- ☐ ☐NC c. Defect(s) identified on temporary reinstatement of pavement
☐1 ☐2 ☐3 ☐4 ☐5

◆ **Reinstatement of road markings, traffic signs & street furniture**

- (55) ☐ reinstatement of affected street furniture/traffic aids/road markings/any other installations to the conditions existing before [clause 40 of XP conditions or clause 38 of EXP conditions]
- ☐ ☐NC a. Traffic aids/signs not correctly reinstated (location, orientation)
☐1 ☐2
 - ☐ ☐NC b. Railing not properly reinstated
 - ☐ ☐NC c. Permanent road markings not properly reinstated
☐1 ☐2
 - ☐ ☐NC d. Temporary road markings not completely removed
 - ☐ ☐NC e. Affected street furniture/installations not properly reinstated.
 - ☐ ☐NC f. Inappropriate temporary road markings provided (type, color, line width, length & gap)
☐1 ☐2 ☐3 ☐4 ☐5
 - ☐ ☐NC g. Temporary road markings not reflectorized
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