

7.5 Road Deactivation Works

7.5.1 Project Management

Ensure that the person carrying out deactivation project management has the appropriate training and experience to coordinate and manage projects, including carrying out the following activities:

- making all required referrals to government agencies, obtaining all required approvals and permits, and providing all required written notification at appropriate stages of the project;
- if applicable, retaining and coordinating the activities of the appropriate team of technical and professional consultants as required for the project;
- if applicable, preparing suitable contract documents for technical and professional services related to activities such as prescription development, field reviews, and post-works inspections; and preparing suitable contracts for works and supervision of the works;
- if applicable, coordinating purchase and delivery of required materials for the project;
- administering and retaining copies of all required documentation;
- coordinating and appropriately scheduling the timing of works; and
- undertaking other administrative and technical project duties as necessary.

7.5.2 Cost Estimate of the Planned Works

Include in the prescriptions for road deactivation a cost estimate for the works, with the appropriate extensions of unit costs or phase lump sum costs.

7.5.3 Carrying Out the Works

All road deactivation works **must** be carried out in accordance with the requirements of a road deactivation prescription that has been accepted by the appropriate manager.

Ensure that suitable on-site inspection is provided as required during the deactivation works, and upon completion of the works.

7.5.4 Submission Requirements After Completing the Works

Upon completion of the works, place a hard copy of all as-built prescriptions on file, including the Road Project Assurance Statement, deactivation maps, tabular summaries of prescriptions, letters, and reports. In addition, incorporate as-built information into the applicable data base.

Note: If there are not any substantive changes to the prescriptions, mark the original prescriptions, maps, reports, etc., as the “as-built” information.

Ensure that the person who signs the Road Project Assurance Statement provides a letter to confirm or clarify where required:

- the level of residual hazard or residual risk following completion of the deactivation work if it is different from estimates provided in the prescriptions;
- the limitations of the works; or
- other site-specific explanatory information not covered in the Statement of Works Conformance form.

7.5.5 Inspections After Deactivation

The district can accept the recommendations of the TSM as to the adequacy and suitability of the works. No further inspections are necessary. Proceed with close and discontinue after this point in time.