

## **Developing an Annual FSR Maintenance Plan**

### **Phase 1: Planning and Drafting (Start early December)**

1. Identify Maintenance Requirements - Using inspection results, determine maintenance Activities, categorize by urgency (per Table 6-3 of the Engineering Manual).
2. Prepare the Draft Maintenance Plan - The RAPOR develops a Draft Maintenance Plan, using the template, for the upcoming year that includes:
  - Running reports from LRMOPS of planned inspections and maintenance activities;
  - Proposed deferrals and supporting rationale;
  - Preliminary budget estimates;
  - Verify road inventory and structure inspection schedules.

### **Phase 2: Funding and Prioritization (January)**

3. Use Draft Plan for Service Plan Preparation - The Draft Maintenance Plan informs the District's Service Plan submission for funding approval through the provincial budgeting process.
4. Review Funding Allocation (February) - Upon confirmation of the approved maintenance budget, compare available funds against proposed work.
5. Adjust and Prioritize Maintenance Activities - The RAPOR and CRP revise the Draft Maintenance Plan to reflect the final budget, adjusting priorities based on:
  - Safety and environmental risk;
  - Public and industrial use;
  - Resource constraints;
  - Alignment with DM's operational priorities.

### **Phase 3: Review and Approval (end March)**

6. Professional and Managerial Review
  - CRP Review: Verifies that the plan meets professional and regulatory standards and reflects DM-approved priorities.
  - DM Review: Reviews, amends if necessary, and approves the allocation of resources and activities.
7. Formal Authorization and Sign-Off
  - RAPOR certifies technical completeness and conformance with standards.
  - CRP confirms professional compliance and coordination.
  - DM signs off to authorize the plan for implementation.

## Phase 4: Implementation (April-October)

8. Field Implementation - Execute maintenance activities as approved, ensuring compliance with SOPs, permits, and environmental requirements.
9. Conduct Field Inspections - Inspect FSRs, bridges, major culverts, and railway crossings under District Manager (DM) administration. *Collect current condition data, identify deficiencies, etc.*
10. Compile and Validate Inspection Data - Review and confirm accuracy of field data.
11. Ensure all inspections are logged into LRMOPS.
12. Update risk ratings in LRMOPS

## Phase 5: Recordkeeping (March)

13. Create Record Maintenance Plan - The RAPOR documents completed works, deferrals, and rationales in a Record Maintenance Plan.
14. Assurance Statement (FS1365) - The RAPOR completes the Road Activity Assurance Statement confirming the works were performed in substantial conformance with the approved plan.
15. Assurance Statement (FS1366) - The CRP completes the Road Oversight Assurance Statement confirming the overall responsibility and accountability for all Road Activities.
16. All documentation to be filled in a government approved filing system.
17. Carry Forward Deferred Activities - Document deferred maintenance and inspection Activities for re-evaluation and inclusion in next year's Maintenance Plan.

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