

## Project Tracking Checklist

**Use this checklist to prepare a paper trail of key outputs prepared by consultants and sign-offs by the Ministry**

<b>Element Being Reviewed &amp; Results Achieved</b>	<b>Date of FLNR sign-off</b>
--	------------------------------

**STRUCTURE:**     *CROSSING*         *RETAINING STRUCTURE*

**Project Option 1: Ministry designs and builds structure**     YES     NO

**DESIGN**

<p>Ensured that the Ministry Engineer was consulted to determine bridge design loading and lifespan, and who should be the CRP. <b>Ministry Engineer:</b></p> <p>_____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that an appropriately qualified inspector was engaged to inspect any portable superstructure to be re-used at this site, and ensured that the structure was inspected:</p> <p><b>Inspector's Name and Company:</b></p> <p>_____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that an appropriately qualified professional was the POR and carried out:</p> <ul style="list-style-type: none"> <li>• preparation of general arrangement and construction drawings;</li> <li>• materials fabrication field reviews;</li> </ul> <p><input type="checkbox"/> Completed POR Construction Assurance Statement;</p> <p>and that BCTS/District provided the POR with the design and drawing requirements, as well as inspection information on any portable superstructure to be re-used at the site:</p> <p><b>POR's Name and Company:</b></p> <p>_____</p>	<p>YES NO N/A</p>	<p>-----</p>

<p>Ensured that an appropriately qualified professional was the CRP who carried out (check those that apply):</p> <p><input type="checkbox"/> the work of a POR, and overall professional coordination of design;</p> <p><input type="checkbox"/> overall professional coordination of design but not the work of a POR;</p> <p>as well as completion of the Structure Project Assurance Statement;</p> <p>BCTS/District provided the CRP with the design and drawing requirements, as well as inspection information on any portable superstructure to be re-used at the site:</p> <p><b>CRP's Name and Company:</b></p> <p>_____</p>	<p>YES NO N/A</p>	<p>-----</p>
<b>CONSTRUCTION</b>		
<p>Ensured that an appropriately qualified professional was the POR and:</p> <ul style="list-style-type: none"> <li>• carried out construction field reviews; and</li> <li>• completed the POR Construction Assurance Statement</li> </ul> <p><b>POR's Name and Company:</b></p> <p>_____</p>	<p>YES NO</p>	<p>-----</p>
<p>Ensured that an appropriately qualified professional was the CRP who carried out (check those that apply):</p> <p><input type="checkbox"/> the work of a POR, and overall professional coordination of construction;</p> <p><input type="checkbox"/> overall professional coordination of construction but not the work of a POR;</p> <p>as well as completion of the Structure Project Assurance Statement;</p> <p><b>CRP's Name and Company:</b></p> <p>_____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that the structure was inspected in field by the</p>	<p>YES NO</p>	

BCTS/District engineering specialist to confirm the completion of the finished product	N/A	-----
Ensured that the Ministry Engineer reviewed the CRP's information and the field note from the BCTS/District engineering specialist to confirm acceptability of the package	YES NO N/A	-----
Ensured that project information, including materials and construction records, has been properly entered on the project file and appropriate electronic data base.	YES NO N/A	-----

Project Option 2: Maintainer (road use permit holder) designs and builds bridge  YES  NO

**DESIGN**

<p>Ensured that the Ministry Engineer was consulted to determine bridge design loading and lifespan. <b>Ministry Engineer:</b>  _____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that maintainer engaged an appropriately qualified inspector to inspect any portable superstructure to be re-used at this site, and ensured that the structure was inspected: <b>Inspector's Name and Company:</b>  _____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that maintainer carried out the bridge design, in accordance with the design and drawings requirements from the District Manager: <b>Designer's Name and Company:</b>  _____</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that the construction drawings and specifications were reviewed by the Ministry Engineer to determine that they reflected the design criteria and were appropriate for the site and the intended use, and signed off as acceptable; ensured that the conclusions were forwarded to the maintainer and recorded on the project file</p>	<p>YES NO N/A</p>	<p>-----</p>

**CONSTRUCTION**

<p>Ensured that the maintainer's CRP:</p> <ul style="list-style-type: none"> <li>• confirmed that the structure was constructed in general conformance with the drawings and specifications;</li> <li>• prepared, signed and sealed as-built drawings; and</li> <li>• provided these outputs to the District Manager</li> </ul>	<p>YES NO</p>	<p>-----</p>
<p>Ensured that the structure was inspected in field by BCTS/District engineering specialist to confirm the completion of the finished product</p>	<p>YES NO N/A</p>	<p>-----</p>
<p>Ensured that the Ministry Engineer</p>	<p>YES</p>	<p></p>

<p>reviewed the CRP's information and the field note from the BCTS/District engineering specialist to confirm acceptability of the package</p>	<p>NO N/A</p>	<p>-----</p>
<p>Ensured that project information, including materials and construction records, has been properly entered on the project file and appropriate electronic data base.</p>	<p>YES NO N/A</p>	<p>-----</p>