

Road Maintenance Plan Project Tracking Checklist

| Project Tracking Checklist | | |
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| Use this checklist to document key outputs prepared by consultants, or the Ministry employees delegated the work by the CM, together with sign-offs by the CM. | | |
| Element Being Reviewed & Results Achieved | FLNR sign-off | |
| ROAD INVENTORY AND RISK ANALYSIS | | |
| Ensured that a road inventory was completed for those roads that are to be maintained by the Ministry | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| Ensured that a road risk analysis was carried out to determine the road inspection schedules | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| ROAD INSPECTION | | |
| Ensured that the roads were inspected in accordance with the inspection schedule, and the maintenance inspection reports were completed | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| Ensured that specialists or other Members have been assigned to those roads needing maintenance prescriptions | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| Reviewed the inspection reports and entered the information on the file and the road management system | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| ROAD MAINTENANCE | | |
| Carried out road maintenance works in general conformance with the maintenance SOPs or prescriptions, and amended the proposed works to reflect the actual works that were carried out | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| Ensured that details were provided at year-end that describe: <ul style="list-style-type: none"> ○ completed projects; ○ works underway but not completed; ○ planned works not addressed, with directions on how to address such works going forward; and ○ rationale for changes made during the project. | YES NO N/A | Date: _____ Initials: _____ Name: _____ |
| Road Maintenance Assurance Statement signed off [and sealed as appropriate] (P.Eng, RPF, RFT)(see Appendix 6.5) | YES NO N/A | Date: _____ Initials: _____ Name: _____ |