

NATIONAL HIGHWAY AUTHORITY

Inspection Wing

No. GM (Insp)/NHA/M.W/14/

Islamabad, the February 2014

Subject: **STANDARD OPERATING PROCEDURES FOR INSPECTION OF MAINTENANCE WORKS**

Reference: Office Order No. 22 (1) – Admn (P) / NHA / 08/5747 dated 19th November 2008.

1. Inspection Wing shall carry out Inspection of the Maintenance works of all regions on completion of at least Fifty percent (50%) work.

2. Standard composition of committee for inspection of Maintenance works will be as follows:-

- | | | | |
|----|---------------|-----|------------------------------|
| a. | Chairman | | General Manager (Inspection) |
| b. | Members | (1) | Director (Maint.) |
| | | (2) | Dy. Director (Monitoring) |
| | | (3) | Dy. Director (Maint.) |
| c. | In Assistance | (1) | Assistant Director (Maint.) |
| | | (2) | Inspector (Maint.) |
| | | (3) | Contractor's Representative |

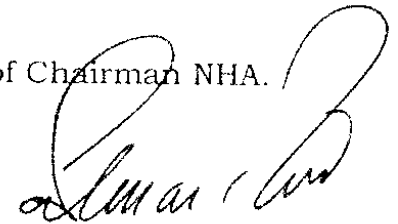
3. Following procedure will be adopted:-

- a. Operations Wing shall submit a copy of Annual Maintenance Plan (AMP) to Inspection Wing. Any subsequent changes/amendments shall also be intimated.
- b. A copy of monthly consolidated Progress Report of all regions shall also be submitted by Operations Wing to Inspection Wing.
- c. The Inspection Wing will issue a program regarding inspection to the concerned region.
- d. Necessary tests will be carried out by General Manager (Inspection) and his team in line with Contract Agreements & Specifications in the presence of Maintenance Staff and authorized Representative of Contractor.
- e. Quality, quantities and condition of executed works as per approved Estimates/ Bill of Quantities/ Contract Agreement will be checked by the Inspection Team.

4. Following documents will be provided by the General Manager (Region) to General Manager (Inspection) as and when required:

- a. Copies of Contract Documents including all addendums, amendments, tender drawings/Construction drawings, changes made in construction drawings, specifications etc.

- b. Copies of all approved Variation orders with justification.
 - c. Justification of Emergency Maintenance contracts along with approval.
 - d. Copies of Payments/IPCs & MBs.
 - e. Changes made in design during construction period along with details and reasons.
 - f. Asphalt Concrete Job Mix Formula(s) (if any).
 - g. Cement Concrete Mix Design (if any).
 - h. Copies of test results (if any).
 - i. Copies of report(s) issued by DD (Monitoring).
 - j. Index of carried out works.
5. Report prepared by General Manager (Inspection) will be handed-over to General Manager (Region) with a copy to Member (Operations) and Chairman NHA. Necessary corrective actions including deductions, rectification/reconstruction will be taken by General Manager (Region).
6. Compliance status as per the recommendations of inspection report shall be intimated by General Manager (Region) to General Manager (Inspection) along with necessary proof/ Photographs etc for record.
7. The check list is attached as **Annex-A** to this SOP.
8. The subject SoP is being issued with the approval of Chairman NHA.



(Salman Rashid)
General Manager (Inspection)

Distribution:-

- Member (Ops) NHA
- All Regional General Managers

C.C:-

- SPS to Chairman NHA

CHECK LIST FOR ROAD

- Check the survey data as provided by field supervisory staff with executed work.
- Drainage works - Carried out as per approved design.
- Check pavement structure by excavating suitable pit at Random.
- Check thickness of Asphalt Base and Asphalt Wearing Course by cutting cores.
- Collection samples to check the quality of materials and road construction.
- Check Shoulders Treatment and slopes along with protection works.
- Construction of Median and Median Drainage as per design.
- Check Road Pavement Markings.
- Check Road Safety Signs, Road Furniture.
- Check lab tests already carried out by field staff at site as well as Asphalt and concrete designs.
- Check the approved Annual Maintenance Plan (AMP) and Estimates.
- Check the Payments made to contractor against the progress of work.
- Check the executed work(s) in previous financial year(s) within same stretches.
- Check the Justification of Emergency works (if any).

CHECK LIST FOR STRUCTURES

- Carryout destructive/non destructive tests.
- Check already carried out Lab Tests.
- Check surface of the structure.
- Check surface drainage & drainage pipes.
- Check slope protection of the roads (if provided)
- Check finishing of concrete for dif