

AustStab/ARRB Accredited Contractor Audit Plan 2020

In-situ Stabilising Contractor or Plant-mix Operator

Submitted information prior to Audit

- Application form
- Organisation details
- Summary of approved/accredited systems
- Three client referee details
- Staff experience
- Plant details
- An approved management plan by a road authority
- Signed agreement to abide by Austroads and AustStab standards and specifications

Entry Meeting with Company Representatives and Company Quality Manager

The Company representative will outline general company details

- Years of operation and general capabilities in civil infrastructure construction
- Range of operations, state, national and international
- Overview of major client base and projects undertaken
- Financial stability of organisation (e.g. public records, auditor's report or SRA prequalification)
- Membership associations e.g. AustStab, CCF, IPWEA, etc.

Quality Management Systems

- Provide a copy of the Quality Manual pertaining to AS/NZS ISO 9001 accreditation
- Alternately, details of contractor prequalification with a State Road Authority
- Provide evidence of third-party audits of the accreditation/prequalification
- Review technical procedure manual, in particular procedures associated with stabilisation operations viz procurements (binders, subcontractors, laboratories),
- Disposition actions for management of non-conformance

Occupational Health & Safety

- Provide a copy of the OH&S Manual pertaining to accreditation

Environmental Management Systems

- Provide a copy of the Environmental Management Manual or procedures

Staff

- Staff structure and Position Accountability Descriptions (job specifications)
- Identify experience & knowledge of existing staff including projects worked on, issues faced & resolutions made
- Identify staff training records
- Operator competency records.

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Project Quality Control

Provide an example client project specification upon which tenders and project compliance are based.

Outline experience associated with powder and liquid binders.

- Quality procedure for carrying out in-situ stabilisation
- Binder spread sheet record (powder & bitumen are separate)
- Daily job record
- Record of tray test
- Identification of NATA laboratory providing accredited project testing
- Pre-commencement project job information sheet/pack (i.e. we should check that contract crews know in advance what it is they are required to do)
- Record of Inspection & Test Plans for use alongside a particular specification to ensure Hold Points are well understood
- Straightedge report
- Traffic control daily conformance checklist
- SWMS (or JSA)
- Worksite risk assessment
- Plant pre-start check sheets
- Plant risk assessments
- Environmental control systems

Example documentation pertinent to a recent significant project.

Plant & Equipment

- An inspection of available plant & equipment used in stabilisation
- Identification of subcontractors used and plant supplied
- Spreader calibration records
- Plant servicing/maintenance records
- Cutting teeth replacement schedules
- Identification of compaction fleet suitability for single layer requirements
- Plant-mix raw feed processing and pugmill control
- Product delivery procedures

Site Visit

The site visit will often take in both the supervisor interview and plant and equipment inspection. The committee will also assess the staff's adherence and knowledge of OH&S, quality and environmental standards, as well as staff flexibility and multi skilling.

Exit Meeting

- Summary of audit findings
- Recommendations