

Highways Department  
 Planning and Actual Progress Record Sheet of Expressway Resurfacing  
 Contract No. :

Appendix A (Sheet 1 of 2)  
 (English Version)  
 (Road closure until 06:00)

Works Order No :

Works Location :

Construction Date & Time

Checklist	Major Construction Item	Planned/Actual Programme																		Reason for Delay or Works Suspension																																								
		20:00	20:15	20:30	20:45	21:00	21:15	21:30	21:45	22:00	22:15	22:30	22:45	23:00	23:15	23:30	23:45	0:00	00:15		00:30	0:45	1:00	1:15	1:30	1:45	2:00	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15	6:30	6:45														
(A) If the road closure facilities are not ready before 23:00 due to whatever reason, the entire resurfacing works will be cancelled.	(1a) Provision of warning sign	Planned																																																										
	(1b) Closure of *slow/fast/entire lane	Actual																																																										
(B) Before the road closure, assess the area to be cold milled according to Resurfacing Work Planning and Record Sheet (Appendix A Sheet 2 of 2). The cold milling and surfacing area can be reduced if necessary.	(1c) Closure of middle/*slow/fast/entire lane	Planned																																																										
	(2a) Cold milling of *slow/middle/fast/entire lane	Actual																																																										
(C) Liaise with the bituminous material supplier before cold milling. If problem arises from material supply, the resurfacing works should be cancelled.	(2b) Clearance of bituminous debris	Planned																																																										
	(2c) Breaking around and modification to manhole covers	Actual																																																										
(D) During cold milling, if congestion occurs due to traffic accident, the cold milling area should be reduced and an additional lane should be opened as soon as possible.	(2d) Spraying of tack coat	Planned																																																										
		Actual																																																										
(E) Confirm the quantity and time of the material supply by measuring the depth of cold milling and calculating the quantity of the materials.	(3a) Delivery of bituminous materials to site	Planned																																																										
		Actual																																																										
	(i) the average depth of actual cold milling mm																																																											
	(ii) *Materials : FC mm thick																																																											
	mm thick																																																											
	mm thick																																																											
	mm thick																																																											
Others:																																																												
(F) Monitor the time of material supply and evaluate the completion time. If it is expected that the works cannot be completed after 06:00, please implement the emergency procedure according to Contingency Plan (Appendix B) and notify the officer-in-charge concerned. See Contact List (Appendix D).	(4a) Removal of heavy equipment	Planned																																																										
		Actual																																																										
	(4b) Painting of road marking	Planned																																																										
		Actual																																																										
	(4c) Provision of cat-eyes and road studs	Planned																																																										
		Actual																																																										
(4d) Clearance of road closure facilities	Planned																																																											
	Actual																																																											

Reason for cancellation:	Reason for delay:
BN- Machine failure, irreparable or irreplaceable	BR- Machine failure, immediate repair and replacement
MS- Failure of material supply	ML- Delay in material supply
IA- Serious industrial accident	IL- Delay due to industrial accident
TA- Serious traffic accident	TL- Delay due to traffic accident
XS- Works stopped due the order of the department concerned	MQ- Problems in material quality
WA- Works stopped due to bad weather	PQ- Unsatisfactory performance of machine or procedure
	WL- Affected by weather

Note:  
 \*Delete as appropriate  
 The planning section should be completed by Contractor and sent to the Engineer's representative one working day before the commencement of works for inspection.

Contractor's Agent: \_\_\_\_\_ HyD Staff: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Officer of the Contractor inspected the site on \_\_\_\_\_