



Integrated Management System

Contractor Management Guidance Document

Installing ACO Channelling

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Issued By: **Peter Lund**

A handwritten signature in black ink, appearing to read 'Peter Lund', is positioned below the 'Issued By' text.

Approved By: **Andrew Edwards**

A handwritten signature in black ink, appearing to read 'Andrew Edwards', is positioned below the 'Approved By' text.



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1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

Note 1.2: Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the **Installation of ACO Channelling** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

Note 2.1: If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via HSE_Team@Motorfuelgroup.com.

3. GENERAL GUIDANCE

3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work activities related to installing block paving that have been identified as potentially involving significant risk (**Major Works**). This guidance document details expectations for **Installing ACO Channelling**.

3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 RISK ASSESSMENT & METHOD STATEMENT

Contractors will carry out a hazard inspection of the work site and determine the risk reduction measures (i.e., controls) required when installing block paving following breaking ground activities (i.e., excavation and trenching). Consideration will be given to:

- The scope of work and associated tasks, for example:
 - Access and egress, including work site security
 - Mechanical equipment to be used; and
 - Non mechanical hand tools
- Location of the work activity (i.e., workplace hazards)
 - Traffic movement
 - Flammable liquids and vapours
 - Infrastructure (i.e., dispensers, valeting, LPG, retail building and Fo to Go)
 - Activities of other (i.e., customers, visitors, etc.); and
 - Overhead hazards (i.e., powerlines)

Note 3.3.1: The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).

- Duration of the work
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls(e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely

Note 3.3.2: If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

4. PREPARING TO INSTALL ACO CHANNELING

Contractors (i.e., Job Supervisor) will:

- Confirm the work site is ready in all aspects for work to proceed, for example:
 - The removal of:
 - Slip, trip, and fall hazards
 - Debris and waste materials; and
 - Excessive levels of water within trenches
 - The provision of a safe work site

- Availability of:
 - Protection barriers and/or warning tape
 - Sufficient:
 - ACO channelling (including grating) of the correct specification; and
 - Worker resource, to safely complete the assigned works
 - The tools and equipment necessary to safely install block paving
- Manage and coordinate the safe installation of the ACO channelling
- Review the Safe Method of Working or RAMS for the work, to:
 - Ensure full understanding
 - Confirm suitable for the proposed work; and/or
 - Identify and record any required amendments to the RAMS
- Review the Work Control Permit, when required, with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the work control documentation to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
 - Safe Method of Working or RAMS
 - Work Control Permit, when required; and
 - Clearance Certificate
- Assign duties to each member of the Job Crew and confirm their responsibilities
- Verify that the:
 - Risk reduction measures (i.e. controls) for the installation of ACO channelling have been implemented; and
 - Any mobile plant and equipment being used is properly inspected, certified as fit for purpose, and is available for use
- Perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) required at the work site

Note 24.3.1: Gas testing mandatory if mechanical plant or equipment capable of producing an ignition source is used in a Classified Hazardous Area (DSEAR).

Note 24.3.2: Gas testing will be performed by an Authorised Person who will confirm the work site is within acceptable tolerances for potentially hazardous atmospheres, see below:

- Oxygen: **19.5% to 23.0%**
- Flammable Vapour: Less Than 5% LEL (**<5% LEL**)
- Hydrogen Sulphide: Less Than 10 ppm (**<10 ppm H2S**)
- Carbon Monoxide: Less Than 30 ppm (**<30 ppm CO**); and
- Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)
- Ensure the:
 - Equipment to be used during installation of ACO channelling is inspected and confirmed fit for purpose, for example:
 - Motorised plant
 - Mechanical hand tools; and
 - Non-mechanical hand tools
 - Plant and equipment Operators are trained and competent to perform their assigned duties
 - Work site is safe in all aspect to allow the safe installation of to proceed; and
 - Job Crew are ready in all aspects to proceed with the work

4.1 IMMEDIATELY PRIOR TO STARTING WORK

4.1.1 ATMOSPHERIC MONITORING

Where specific as a risk reduction measure (i.e., control) Contractors (i.e., Job Supervisor) will ensure that atmospheric monitoring (gas testing) of the work site is performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres:

- Conduct tests for:
 - Oxygen
 - Flammable Vapour
 - Hydrogen Sulphide
 - Carbon Monoxide; and
 - Other Identified Vapours of Concern (Where Applicable)
- Confirm test reading are within the specified limits; and:
- Accurately record gas testing readings (e.g., Clearance Certificate or Gas Testing Log Sheet)

4.1.2 EQUIPMENT & MATERIALS

Contractors (i.e., Job Supervisor) will confirm:

- ACO channelling:
 - Delivery vehicle is safely positioned at the work site
 - Type and quantity meet advised specifications
 - Equipment and assigned workers are available to perform the work
- Work site is safe in all aspect to allow the safe installation of ACO channelling and gratings
- Delivery Driver and Job Crew:
 - Have been advised of their duties; and
 - Are ready in all aspects to proceed with the work

The Delivery Driver will:

- Control the offloading of the ACO channelling, if it is being carried out by vehicle mounted lifting equipment

Note 24.4.2.1: Offloading may be carried out by vehicle mounted crane or lift aid, Hiab, excavator and/or forklift truck. Any mechanical lifting equipment must be certified as fit for purpose and properly maintained.
- Ensure:
 - Effective communication with the Job Crew
 - Instruction and guidance is provided to the Job Crew regarding the unloading of the ACO channelling
 - Proper alignment of the delivery vehicle at the work site
 - AOC drainage channelling is safely offloaded
 - Respond to instructions from the Job Crew during the offloading operation; and
 - Take immediate action if an unplanned event occurs during the offloading operation

5. INSTALLING, ENCASING & FINISHING ACO CHANNELLING

Note 24.5.1: This guidance is based on the information provided by suppliers and installers of ACO channelling available via the Worldwide Web.

5.1 WORK SITE INSPECTION

Contractors (i.e., Job Supervisor and Job Crew) will:

- Confirm:
 - Work site is adequately prepared and safe to enter
 - Safe means of access and egress
 - Slip, trip, or fall hazards removed or highlighted
 - Windblown rubbish removed
 - Waste items removed; and
 - Excessive levels of standing water removed
 - Trench is correctly formed (refer to specification drawings)
 - Sub-base is correctly profiled and graded
 - There are no voids within the sub-base
 - Note 24.5.1.1:** Voids in the sub-base will be filled with stone dust or grit sand and compacted prior to installing ACO channelling.
 - Surface level (covering) is correctly compacted to the specified level
 - Note 24.5.1.2:** The type of material needed for the sub-base depends on the loading class of the ACO channelling. If the ACO is for pedestrian traffic only, then a compacted fill can be used along the base of the trench. If the ACO is located in an area in which there will be vehicle traffic a bed of concrete is required.
 - ACO channelling is:
 - Safely offloaded; and
 - Secured within the work site(s)
 - Equipment and work site is ready in all aspects for the installation of ACO channelling
 - ACO drainage outlet to the site drainage system is cut and prepared for connection
- Set up a stringline at the finished surface level along the full length of the trench to align with either the left or the right channel edge rail
 - Note 24.5.1.3:** This will ensure the drain is installed to the correct grade and longitudinal alignment. A laser level can be used to check the set height of each channel as they are laid to the stringline.
- Use a spirit level to check across both edge rails as each channel is laid
- Ensure an allowance is made for expansion joints in concrete pavement to allow for thermal expansion and contraction

5.2 PREPARING ACO CHANNELLING

5.2.1 GENERAL

Contractors (i.e., Job Supervisor and Job Crew) will:

- Use wet cutting, wet drilling and/or wet grinding techniques to cut polymer concrete ACO channelling
 - Note 24.5.2.1.1:** Hot Work Permit to be issued if mechanical cutting equipment (e.g., grinder) is used in a potentially Hazardous Area (i.e., DSEAR), and appropriate PPE worn (e.g., dust mask, leather gloves and eye protection).
- Use specified adhesive(s) (e.g., two (2) part rigid resin glue) to bond cut surfaces together
 - Note 24.5.2.1.2:** In applications where corrosive liquids or petroleum fuel releases are likely to be collected in ACO channelling, joints should be sealed with a suitable chemically resistant sealant.

5.2.2 PREPARATION

If ACO channelling requires preparation prior to being installed, Contractors (i.e., Job Supervisor and Job Crew) will:

Non-Standard Lengths of ACO

- Cut channel with a masonry saw with a diamond or masonry blade
- Grates should be cut with a suitable abrasive wheel; and
- Ensure channel and grating are properly secured prior to cutting and that the work site is secured against unauthorised entry

ACO Curves

- ACO channel can be installed to a slight curve (when required), leave an acceptable gap (as detailed in the design specification) between one edge of the ACO channel; and
- The outer edge of the curve will conform to design specifications

ACO Bends

- For tight curves or bends mitre cut the end of the:
 - ACO channels; and
 - Grating; to provide a neat finish at the joint

ACO Corners (90-Degree Bends)

- Corners are formed using a mitred joint by cutting:
 - ACO channels; and
 - Grates; to the required angle and joining together

Note 24.5.2.2.1: For load class D to F applications, mitred grates are not recommended. A butt joint is recommended as used in T-junctions.

ACO T-Junctions

- T-junctions (right angle joints) require:
 - An opening to be cut into the side of one ACO channel; and
 - Another ACO channel is butted up square to this opening

Note 24.5.2.2.2: To form a T-junction at a location along a channel that does not have a moulded guide:

- Place another channel perpendicular to the joint location
- Mark on the channel wall the area to be cut by using the internal profile of the channel as a guide; and
- Do not cut the edge rail, as it should be left intact to provide additional strength and seating for the grate.

5.2.3 PREPARE PIPE CONNECTION (AS REQUIRED):

If pipe connections require preparation prior to ACO channelling being installed, Contractors (i.e., Job Supervisor and Job Crew) will:

In-Line Pit, Cut Out

- Depending on composition of the pit base, cut opening for required pipe size and location: using:
 - Handsaw
 - Reciprocating saw; or
 - Circular saw
- Insert pipe into hole; and
- Seal using appropriate sealant or adhesive

Note 24.5.2.3.1: For in-line pit bases, a flexible coupling may be required to provide a watertight connection.

ACO Channel Knock-Out

- Place ACO channel on soft surface to absorb impact and prevent cracking, use:
 - Hammer on the inside of the channel to gently tap in a circular motion around the knock-out symbol; and
 - Grinder to dress or enlarge the hole for the pipe insertion
- A pipe may be secured into the hole using an appropriate sealant or adhesive

ACO Channel Core Drill or Hole Saw

- Use a core drill or hole saw with appropriate cutting edge to cut pipe connection points:
 - Grinder may be used to:
 - Dress; or
 - Enlarge the hole for pipe insertion
 - A pipe may be secured into the hole using an appropriate sealant or adhesive

Stitch Drilling

- Use a 6mm masonry drill bit to:
 - Drill holes around the pipe location; with
 - A maximum 6mm spacing between holes
- Mark at least three crosscuts with a masonry disc saw or drill additional holes across the area to be removed
- Carefully tap out inside of perforated area on the inside of the channel
 - Grinder may be used to:
 - Dress; or
 - Enlarge the hole for pipe insertion
- A pipe may be secured into the hole using an appropriate sealant or adhesive

5.2.4 PREPARE CONNECTIONS TO DRAINAGE SYSTEM

Note 24.5.3.1: Channels may be connected to a drainage system using an in-line pit, or directly through a vertical outlet or horizontal outlet.

If connections to drainage systems are required prior to ACO channelling being installed, Contractors (i.e., Job Supervisor and Job Crew) will:

In-Line Pit

- In-line pits have the same width as the channel but deeper to allow the use of rubbish baskets to collect debris and have multiple outlet options for connection to piping. To connect to ACO channelling:
 - Cut plastic ends off the in-line pit top to the required depth
 - Remove polymer concrete bracing bridge from the in-line pit top; and
 - Connect the Aco channel to the in-line pit

Vertical Outlet

- Pipe connected vertically to the bottom of the ACO channel.
 - Penetrations can be made with a hammer for ACO channels with the knock-out symbol located on the invert; or
 - ACO channels can be core drilled or stitch drilled anywhere along the channel through the base

End Cap & Horizontal Pipe Connection

- Inlet and outlet pipes can be connected horizontally at the end of the channel through the end cap or the side wall of the channel. A spigot on end cap aids fitment to pipe:
 - Cut end cap to required size to fit ACO channel depth, but
 - Do not cut the edge rail as this may damage and weaken the ACO channel

Note 24.5.2.4.2: Pipe connections in the ACO channel wall must be made under the channel edge rail.

5.3 CONCRETE PREPARATION

If on-site preparation of concrete is required during the installation of ACO channelling, Contractors (i.e., Job Supervisor and Job Crew) will:

- Position the cement mixer on a firm and level surface, allowing sufficient room to:
 - Work around the mixer; and
 - Get a wheelbarrow in and out to collect the mixed cement
 - Position sharp sand, aggregate (if specified) and cement lose to the mixer
 - Place some ground covering material underneath the mixer and cement pouring area to catch any spillage
 - Set the mixer drum to face upwards at an angle of about 45 degrees
 - Confirm mix composition (e.g., sand, aggregate and cement) with the Job Supervisor
 - Ensure proper:
 - PPE is worn including dust mask when handling components; and
 - Manual handling techniques, (including lift assessment) are used when:
 - Mixing
 - Transferring; and
 - Handling; cement
 - Turn on the cement mixer
 - Pour sufficient water into the mixer to wet the inside of the drum
- Note 24.5.4.1:** This will help prevent the cement from sticking to the inside too much and make cleaning afterwards much easier.
- Add half of the required quantity of cement, sand, and aggregate (if specified) to the mixer and let them run as a dry mix for a few minutes
 - Start to add water and monitor the consistency (i.e., thickness) of the cement mix
 - Continue to add water until the cement mix is of the required consistency (i.e., thickness)
 - Add the rest of the cement, sand and aggregate (if specified)
 - Start to add additional water and monitor the consistency (i.e., thickness) of the cement mix
 - Continue to add water until the cement mix is of the required consistency (i.e., thickness)
 - Continue to run the mixer until the components are properly mixed
 - Pour the cement mix into a wheelbarrow for transporting to the block paving site
 - Keep the mixer running while pouring the cement into the wheelbarrow, this will help ensure all of the cement is removed from the mixer
 - Clean the inside and rim of the mixer after each mix:
 - Leave the mixer running and add a small amount of:
 - Water; and
 - Sand or aggregates

- Stop the mixer and use brush to loosen any components remaining in the drum, then restart the mixer to remove them

5.4 INSTALLING ACO CHANNELLING

Contractors (i.e., Job Supervisor and Job Crew) will:

- Set up a stringline to represent the top edge of either the left or right channel edge rail at the proposed finished height
- Lay a bed of low to medium slump concrete
 - Note 24.5.5.1:** Only mix or pour enough concrete to a length that channels can be confidently laid before the concrete hardens and becomes unworkable.
- Lower ACO channels vertically into wet concrete base
- Positioning to correct height and alignment and ensure tight connection to previous channel
- **NOT** trap concrete material in the ACO joint
- Check level across both edge rails of each channel with a spirit level before the next channel is set in place
- Add concrete at the ACO joints, partially cover and fill pockets on side of the channelling
 - Note: 24.5.5.2:** This is required to minimise the risk of movement during the concrete pour.
- Continue the process detailed above until the full length of channelling has been laid

5.5 CONCRETE ENCASMENT:

Contractors (i.e., Job Supervisor and Job Crew) will:

- Ensure the concrete used to initially lay the ACO channels has hardened sufficiently to allow the concrete pouring to proceed, this is required to prevent movement of the channelling
- Correctly position and secure the ACO grating in the channelling
 - Note 24.5.6.1:** The positioning of ACO grating prior to concrete encasement is required to prevent the ACO wall moving inwards during concrete pouring.
 - Note 24.5.6.2:** Alternative plywood sections cut to a snug fit can be used rather than the ACO grating to brace the channelling during pouring.
- Protect the ACO grating from concrete contamination by wrapping in plastic or masking with adhesive tape
- Position shims (e.g., washers) along one side of the ACO grating to maintain the clearance gap that exists before the pour
- Confirm ACO channelling (including grating) and the trench is ready in all aspect for concrete pour
- Where required, cover the top of the ACO grating with timber boarding to prevent concrete from entering ACO channels
- Pour concrete evenly on both sides of the ACO channels taking care not to dislodge the ACO
 - Note: 24.5.6.3:** Ensure that the concrete is distributed evenly underneath and around ACO channels to fill all voids/pockets.
- Initially pour concrete to a level 50mm up the sides of the ACO channels, then compact (i.e., vibration tool) evenly on both sides of the channelling
- Complete the concrete pour to the required height, then compact evenly on both sides of the ACO channels; and
- Ensure the ACO channels and newly poured concrete are protected against traffic and pedestrian flow (e.g., Chapter 8 fencing, or suitable alternative)
-

5.6 PAVEMENT FINISHING:

Contractors (i.e., Job Supervisor and Job Crew) will:

Concrete Finish

- Confirm whether transverse expansion joints (perpendicular to the channel) are required
Note 24.5.7.1: These expansion joints run perpendicular to the ACO channelling and may be required to allow movement and prevent surface cracking in the slab.
- When required, the expansion joints will be positioned at channel joints to prevent the channels from cracking
Note 24.5.7.2: If this is not possible, a cut will be made at the appropriate location through the ACO channels to accommodate the transverse expansion joint.
- Position any required longitudinal expansion joints (parallel to the channel) between the concrete encasement and the adjacent slab, up to 1 metre from the ACV channel
Note 24.5.7.3: The joint must be continuous and flexible. If the joint is dowelled, de-bonding should be provided.
- Finish the installation by trowelling concrete flat and taper down to the ACO channel edge
Note 24.5.7.4: The top of adjacent pavement must be above the grate level (i.e., approximately 3mm) to ensure liquids drain into the channel and protects the edge rail from damage by direct vehicular traffic.
- Once concrete has hardened for 24 hours, remove bracing and/or grate protection.

Asphalt Finish

- If specified in the design, ensure that full concrete encasement to the top of the ACO edge (i.e., 1 to 4 incline in the concrete to the top of the channel edge); and
- Ensure the asphalt is finished directly up to the ACO channelling, taking care to avoid damage to the channels and grating
Note: 24.5.7.5: Small asphalt laying machinery is recommended for this finishing.

Block (i.e., Brick) Paving

- Install block paving up to the channel edge; and
- Ensure that paving adjacent to the ACO channelling is fully bonded to the concrete encasement, to prevent movement of the paving and/or damage to the ACOI channelling

5.7 ACO ADJACENT TO WALL OR KERB:

Contractors (i.e., Job Supervisor and Job Crew) will:

ACO Adjacent to Wall

- Install a 20 to 50 mm high strength non-shrink grout between the wall and the side of the ACO channels adjacent to a wall
- Carefully finish the grout seal to ensure it is:
 - Well compacted; and
 - Fully sealed against the wall and ACO channels

ACO Adjacent to Kerb

- Position kerb to ensure correct alignment with the ACO channelling
- Determine frequency of reinforcing pins along the length of the ACO channelling
- Position reinforcement pins in the encasement concrete prior to it fully hardening
- Drill reinforcing pin locating holes in the kerbing, ensuring alignment with the reinforcing locating pin positioned in the encasement concrete; and

- Secure the kerbing into position, ensuring:
 - Reinforcing pins are sealed within the kerbing using suitable adhesive (e.g., cement); and
 - The kerbing is secured in position in accordance with design specification

6. MONITORING WORK PERFORMANCE & WORK COMPLETION

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to installing ACO channelling to ensure:
 - Activities are carried out in accordance with the work control documentation:
 - Safe Method of Working or RAMS
 - Work Control Permit, when required; and
 - Clearance Certificate
 - ACO channelling is installed in accordance with design specifications (i.e., drawings or plans)
 - Shape
 - Configuration; and
 - Gradient
 - Any required field checks are performed and recorded
 - Waste is correctly stored or disposed of off-site
 - When not in use:
 - All mobile equipment is parked safely and secured; and
 - All handheld tools are removed and stored securely
 - The work site remain safe for work activities to protect the Job Crew, for example:
 - Any adjacent excavations have barriers to prevent unauthorised access
 - Work site is protected (e.g., fencing, warning tape and lighting); and
 - Safe in all aspects to allow work to continue

Note 24.5.1: Until excavated areas have been fully restored to **ground level** the work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).

- On completion of the installation of ACO channelling confirm:
 - All waste and/or excess materials are removed from the work site
 - Mobile equipment is parked safely and secured
 - Handheld tools are removed and stored securely
 - Barriers, warning tape, signage, and floodlighting remain in place, where necessary; and
 - The work site is safe and ready in all aspects, for any required further work
- Sign-off the relevant work control documents, for example:
 - Clearance Certificate; and
 - Work Control Permit, when required