

Dig Once Inspection & Sign-Off Sheet

(Page 1 of this document can be taken from Dig Once Project Profile document)

LOCAL AUTHORITY (LA) DETAILS:

LA Name	TO BE COMPLETED BY THE COMBINED AUTHORITY
Project Name & Ref.	TO BE COMPLETED BY THE COMBINED AUTHORITY [Ref: LA + scheme number, e.g. HAL01, SEF02 etc.]
Project Location	TO BE COMPLETED BY THE COMBINED AUTHORITY
LA Payment Address	TO BE COMPLETED BY THE LOCAL AUTHORITY
LA Representative	
Email	
Telephone	

LCRCA DETAILS:

Funder	Liverpool City Region Combined Authority (LCRCA)
Project Manager	Matthew Guinan
E-mail	matthew.guinan@liverpoolcityregion-ca.gov.uk
Telephone	07785656169
Address	1 Mann Island, Liverpool, L3 1BP
Existing CA Scheme	YES / NO (delete as appropriate)
Existing CA Funding	STEP / SUD / TCF / KRN / NA etc. (more detail section x.x)
PMO Representative	Name email telephone / Not applicable
LTP Representative	Name email telephone / Not applicable

CONTRACTING DETAILS:

Main Contractor	Organisation
Role	e.g. design, project management
Representative	Name email telephone
Sub-contractor(s)	Organisation
Role	e.g. construction, installation
Representative	Name email telephone

Ducting

No:	Description:	Comments and Evidence	Accepted (Y/N)
1	4 x ducts installed in a symmetric 2-lower and 2-upper configuration		
2	All ducts are 110(94) mm x 6m twin wall HDPE pipe		
3	All ducts are coloured magenta		
4	Location of duct as agreed		
5	All duct depths shown on As Built		
6	All ducts entering a street cabinet are sealed internally and externally		
7	Approved connectors are used for any duct joints		
8	All trench widths are 150mm wider than the duct formation		
9	All ducts are surrounded by fine fill material (Class 1, 2 & 3)		
10	Fine fill material hand rammed around ducts and 100mm above the duct		

11	All backfill above ducts is compliant to HAUC/SHW standards up to sub-base level and mechanically compacted every 100mm		
12	All ducts that do not terminate at a cabinet or mounting post have their ends marked with marker blocks and location posts		
13	Yellow marker tape laid across the width of all trenches, 150mm above the uppermost duct stating "LCRCA Fibre Optic Cable" in black writing		
14	All ducts have been cleaned and tested		
15	Blue nylon (gnaw proof) draw rope present in all ducts and securely fitted to a jointing chamber		
16	All duct entrances are sealed by a suitable removable sealing compound		

Chambers

No:	Description:	Comments and Evidence	Accepted (Y/N)
17	All chambers are installed to the agreed depth		
18	All chambers are constructed to the agreed size		
19	All chambers are installed to the agreed location and frequency		
20	All none-modular footway chambers are constructed of C35 concrete and all carriageway chambers are constructed of C40 concrete		

21	Any reinforcement is secured together using approved wire ties		
22	All duct entries are positioned 75mm from any adjacent wall and are flush with the face of the chamber		
23	All frames and covers have "LCRCA Comms" stamped on and are manufactured to BS EN124 class D400		
24	All footway covers in grass or unmade surfaces have a 100mm wide strip of C35 concrete surrounding the frame		

Documentation

No:	Description:	Comments and Evidence	Accepted (Y/N)
25	Photographic evidence of duct runs and chambers (during and after install, internal and external and showing key features: draw cords, marker tape, chamber reinstatement etc.)		
26	Geo-location details of all chambers and duct runs		
27	General arrangement details and cross-sectional drawings showing as-built depth, layout and any variations to standard LCRCA specification		
28	Test certificates and any maintenance confirmation (from original contract) that explains what LCRCA will benefit from (i.e. 12 months defects + product)		

Additional Comments:

FOR AND ON BEHALF OF [LOCAL AUTHORITY]:

Name and Title	
Signature	
Date	

FOR AND ON BEHALF OF LIVERPOOL CITY REGION COMBINED AUTHORITY:

Name and Title	
Signature	
Date	