



# QA SPECIFICATION G1

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## SPECIFIC REQUIREMENTS FOR SPEEWA FERRY

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VERSION FOR: Speewa Ferry DATE:
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# **RTA QA SPECIFICATION G1**

## **SPECIFIC REQUIREMENTS FOR SPEEWA FERRY CROSSING**

### **1 GENERAL**

#### **1.1 SPECIFICATIONS ARE PART OF THE CONTRACT**

All the specifications, including this one, are part of the contract and should be read with all the documents forming the Contract.

#### **1.2 RESPONSIBILITIES**

The Contractor is responsible for all unassigned actions stated in the specifications for this Contract unless specifically stated otherwise in the specification. Therefore, the specifications for this Contract do not generally use "the Contractor shall ..." or "the Contractor must ..." because this is the underlying requirement. However, these expressions are used where actions in a clause involve the RTA or both the Contractor and the RTA and the roles need to be unambiguous.

#### **1.3 STRUCTURE OF THE SPECIFICATIONS**

Specifications often include a series of annexures that detail additional requirements.

#### **1.4 SCHEDULES OF RTA HOLD POINTS AND IDENTIFIED RECORDS**

The schedules in Annexure G1/C list the **RTA HOLD POINTS** that must be observed for the Contract. Refer to RTA Q for the definitions of **RTA HOLD POINTS**.

The records listed in Annexure G1/C are Identified Records for the purposes of RTA Q Annexure Q/E.

#### **1.5 DEFINITIONS**

Many words used in these contract documents have special meanings, for example "FERRY CROSSING" and "Work". You must make yourself aware of these. See "Definitions" at Clause 36 of the Terms for Contracted Works.

#### **1.6 REFERENCED DOCUMENTS**

Unless otherwise specified or is specifically supplied by the Principal, the applicable issue of a referenced document is the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Codes, standards, specifications and test methods are referred to in abbreviated form (eg AS 1234). For convenience, the full titles are given in Annexure G1/M.

## 2 DESCRIPTION OF SERVICES

For the Speewa FERRY CROSSING on the Murray River the Contracted Work generally involves:

- operating the FERRY CROSSING according to the timetable and/ or operating hours set down in Annexure G1/E,
- operating the FERRY CROSSING for emergency call-outs at the RTA's instruction as set down in Annexure G1/E. and
- operating the FERRY CROSSING for special events at the RTA's instruction.

(Note that operating the FERRY CROSSING at the RTA's instruction for more hours than are called for by the Timetable comprises a Variation for which you will be paid in accordance with the Terms and Pay Item 2 of the Schedule of Rates).

- servicing the FERRY CROSSING daily, weekly, fortnightly and four-weekly
- cleaning them,
- disposing of waste generated during the work by the contractor and the public on the FERRY CROSSING and
- recording and reporting regarding the Work.

The Work includes:

- the provision of all labour; fuel (including ULP), grease; first-aid kits, batteries, personal protective equipment for your employees, any other materials and all hand and power tools necessary to do the above except as stated in G1 Clause 3 .  
Use only unadulterated diesoline fuel.  
Provide mobile telephones as set out in G1 Clause 15 and M496.  
The particular responsibilities of the Contractor for servicing and maintaining (at its cost) the FERRY CROSSING are set out in RTA Specification M496 Ferry Operation which accompanies this specification.
- assisting the RTA, and any of its contractors for that work, in their maintenance and replacement activities. This includes the writing of Safe Work Method Statements to ensure the activities of the Ferry Contractor's staff are safely coordinated with those of the RTA and its maintenance contractors and providing observer support during confined spaces entry.  
At the triennial overhauls the only assistance required is that for vessel changeovers for which the normal ferry crew will suffice.
- inducting RTA maintenance personnel and issuing to them Contractor's Ferry OH&S and Environmental Induction and Training cards.
- providing on site induction to RTA personnel, contractors or visitors as and when required.
- directing traffic on the FERRY CROSSING.
- assisting the RTA in safeguarding the ferry vessel in times of flooding.
- cleaning-up any spill and disposing the material used in its clean-up.
- disposing of all waste, except bilge water, resulting from the Contractor carrying out the Contract. This includes waste from the Contractor's cleaning duties. It does not include waste generated by RTA activities.
- supplying all waste bins except:
  - those associated with the spill kits and water booms
  - those for waste generated by the RTA.
  - the storage tank for bilge water
  - The RTA will supply these bins and this tank.

- The Contractor will be required to supply all documentation and forms necessary for the undertaking of the contract except those set out in Clause 3.
- Maintaining the ferrymaster's cottage in good condition, fair wear and tear excepted. Pay for all utilities and consumables. Telephone rental and work related calls to be claimed from RTA.
- Keeping the FERRY CROSSING clean, tidy and free of vermin, litter, flotsam, rubbish and graffiti.
- Keeping the FERRY CROSSING mown and free of noxious weeds.
- Making no charge for conveyance.
- Not assigning, sub-letting or parting with the FERRY CROSSING or any part of it.
- Preventing trade on the FERRY CROSSING.
- Not advertising, and not permitting it at the FERRY CROSSINGS.
- Preventing any collections taking place on the FERRY CROSSING.
- You and your employees not communicating with the media concerning the RTA, the Contract or the Contracted Work. Refer any media enquiries to the RTA Media Unit on (02) 6937 1605.
- for the insurance provided by the RTA:
  - immediately following the insurance claims procedure set down in AON's Ferry Contractors Insurance User Manual regardless of whether a claim is likely or not and
  - Contractor and its employees at all times taking such measures as may be reasonable for the purposes of averting or minimising losses under these policies. They must not admit liability, incur any expense nor give any waivers without the express permission of the Insurers. Note that if the Contractor or its employees admit liability the RTA may withdraw the relief to deductibles offered at Item 15 of the Contract Schedule.

### **3 WORK NOT IN CONTRACT**

The RTA will:

- make available to the Contractor for the purposes of the Contract the FERRY CROSSINGS including, rent free, the ferrymaster's cottage ;
- arrange and pay for repairs to the FERRY CROSSINGS deemed necessary by the RTA.
- arrange at its cost maintenance (monthly, 3-monthly, 6-monthly, annual and triennial) of the FERRY CROSSINGS.
- supply at its cost:
  - the Principal Arranged Insurance and Marine Hull Insurance as set out in Clause 19 of the Terms for Contracted Work.
  - the labour and material used in the RTA's work upon the FERRY CROSSING
  - all safety devices (except for first-aid kits and personal protective equipment for your employees), fire-fighting equipment, gas monitors, confined space entry harness & tripod, traffic control barricades, signs and warnings required by the RTA or which are necessary or desirable for the protection of people or property
  - spill kits and water booms and the waste disposal bins associated with these.
  - the light bulbs, lubricating oil (but not grease), hydraulic fluid, distilled water and parts required by you to top-up and service the ferry vessels as set down in RTA Specification M496
  - the waste bins associated with the spill kits and water booms
  - any storage tank for bilge water

- bins for waste generated by the RTA
- the following documents and forms:
  - Ferry Defect Report/Works Request
  - Ferry Log
  - Confined Spaces Register
- pay the cost of additional fuel as set out in Item 18 of the Contract Schedule

The Terms for Contracted Work address:

- the care, replacement and insurance of RTA supplied equipment and
- your liabilities for insurance excesses / deductibles incurred through insurance claims.

## **4 ADMINISTRATION OF THE CONTRACT**

Do not act on instructions from any person other than the RTA Representative or a Site Representative unless refusal would be an offence at law.

Promptly deal with all matters arising out of directions from the RTA Representative or Site Representative and furnish all reports, returns and other responses as may be required without delay.

The RTA Representative or a Site Representative:

- may inspect or “surveil” any aspect of the operation of the FERRY CROSSING at any time without notice and must be given access to do this.
- may audit any aspect of the management of the Contract and its operation, having given notice as set out in RTA Specification Q6-F, and must be given access to do this.

If the RTA Representative or a Site Representative decides that repairs, maintenance or alterations to any RTA property are necessary, the Contractor must permit such alteration or repairs to be carried out without delay or restriction.

## **5 POSSESSION AND CONTROL OF THE FERRY CROSSING**

### **5.1 POSSESSION**

The time for giving possession of the FERRY CROSSING, with the exception of the ferrymaster’s cottage, will be as mutually agreed between the Contractor and the RTA and will be as near as is practicable to the time shown in the Contract Schedule at Item 1.

Possession of the ferry master’s cottage will be at 2pm five working days after the transfer of possession of the remainder of the FERRY CROSSING.

The Ferry Contractor maintains the control of the day-to-day operations of the ferry. The RTA will from time to time resume control of particular parts of the ferry (e.g. engine room) to undertake work and then return control of those parts to the Contractor. During these activities, the contractor must ensure that all RTA personnel and / or maintenance staff are OHS inducted onto the ferry and be satisfied that the RTA activities will not have an adverse affect on the health and safety of the contractor’s staff or users of the ferry.



## **5.2 SCHEDULED MAINTENANCE ACTIVITIES**

The RTA will take over the control of the Ferry Crossing for the full duration of the activity. Unless otherwise informed by the RTA a full ferry crew must be on hand to assist RTA staff and any of its contractors in carrying out maintenance activities. This includes the provision of observer support during confined spaces access. The Ferry Contractor must and be satisfied that the RTA activities will not have an adverse affect on the health and safety of the Ferry Contractor's staff. Assistance in triennial overhaul is not required except for vessel changeovers.

## **5.3 BREAKDOWN**

Contractor's site representative or operators must assist the RTA staff in the preparation of Risk Assessments and Safe Work Method Statements for breakdowns.

## **6 INVENTORY UPON COMMENCEMENT, EXPIRY AND TERMINATION OF THE CONTRACT**

Upon commencement and expiry or termination of the Contract, the RTA Representative or a Site Representative and the Contractor must together take inventory of the FERRY CROSSING. The resulting, completed Inventory Form must identify major components of the FERRY CROSSING and set down their number and condition.

Upon each substitution of vessels under G1 Clause 7 , the RTA Representative or a Site Representative and the Contractor must together take inventory of both the original and substitute vessels.

A procedure and a sample form appears in Annexure G1/F. This inventory list, in duplicate, must be signed by the Contractor and by the RTA Representative or a Site Representative and each must retain a copy on each occasion.

The cost of losses and damages revealed by the taking of inventory may be set off against future payments to the Contractor or taken out of security under the Contract. If the money is insufficient, the balance will be a debt due and owing to the RTA.

## **7 SUBSTITUTION OF VESSELS**

If it becomes necessary to remove the ferry vessel or dinghy from the FERRY CROSSING for reasons other than extraordinary river conditions, the RTA will supply a substitute vessel or dinghy. During the period of substitution, the Contractor's responsibilities and liability for the substitute vessel or dinghy will be the same as for the original vessel or dinghy.

## **8 CARE OF RTA'S PROPERTY AND REPUTATION**

Use best endeavours to keep the RTA's property and reputation safe and undamaged.

Establish; provide to the RTA for its approval; and throughout the Contract adhere to the Contractor's Customer Service & Neighbour Relations Plan.

Maintain a Complaints Register. Deal with all complaints promptly. At each Site Meeting provide to the RTA Representative either the documented close-out or the actions proposed to deal with the complaints.

At intervals of approximately six months, or more frequently if the RTA judges it to be required, the RTA will conduct surveys of customer satisfaction. See also Q6 Clauses 4 and 8.

Prevent:

- Any person except the Ferry Driver driving the vessel.
- unauthorised vessels from mooring or tying to any part of the FERRY CROSSING
- unauthorised persons from loitering on the FERRY CROSSING
- any nuisance taking place on the FERRY CROSSING
- the ferry vessel being beached.

Maintain flotation of the ferry vessel at all risings and fallings of the river.

Do not alter, tamper with, disconnect or rewire any part of the FERRY CROSSING.

Ensure equipment or instruments placed on the FERRY CROSSING by the RTA for the purposes of traffic management, public information, safety and welfare are utilised in accordance with RTA Representative's instructions. Seek approval from the RTA before deviating from these instructions.

## **9 FERRY SERVICE**

Drive and manage the ferry vessel at all times in accordance with the timetable in Annexure G1/E, and make each trip promptly.

## **10 EMERGENCY PLAN & COMMUNICATION PLAN**

Establish; provide to the RTA for its approval; and throughout the Contract adhere to an Emergency Plan and a Communications Plan which set down your capacity to, and plans for, taking emergency action at any time in relation to Contractor's responsibilities under the Contract for

- the operation of the FERRY CROSSINGS. This includes:
  - the measures, systems and plans set down in Clause 2 of this specification G1, Clause 3 of RTA Specification G24-F and Clause 4.4 of RTA Specification G34-F and
  - operating the FERRY CROSSINGS to contribute to the management of emergencies external to the FERRY CROSSINGS, for example bushfires, road closures.
- safeguarding the FERRY CROSSING
- adjacent landowners, the general public and Public Utility Authorities.

RTA Specification M496 requires Contractor or its Management Representative be contactable by 'phone throughout the hours of operation of the ferry service.

The ferry crew required for normal operation will usually be adequate for Emergency Callout.

Should the RTA request additional personnel, the Contractor's cost of providing them will be a variation and will be reimbursed as set down in the Terms for Contracted Work.

## 11 SITE MEETINGS

At intervals of one month, unless otherwise mutually agreed between the Contractor and the RTA Representative, the Contractor shall arrange a duly authorised representative to attend the Site Meeting which shall also be attended by sub-contractors if required by the RTA Representative.

The RTA Representative or the RTA Representative's duly authorised representative shall chair the meeting and shall arrange for the recording of minutes. Within one week of the meeting the RTA Representative shall issue to the Contractor a copy of the minutes. Within three days of issue of the copy of the minutes the Contractor shall notify the RTA Representative of any item from the meeting which in its opinion has not been correctly recorded. The agreed minutes shall be confirmed at the next Site Meeting held.

## 12 LABOUR

### 12.1 GENERAL

Establish; and provide to the RTA, upon the RTA's request; and throughout the Contract adhere to:

- A Project Industrial Relations Plan which follows the guidelines/checklists for a Category 3 construction project set down in the NSW Government's Industrial Relations Guidelines (See [http://www.construction.nsw.gov.au/docs/indrel/ir\\_management.pdf](http://www.construction.nsw.gov.au/docs/indrel/ir_management.pdf)) and
- a Training Plan and
- a Drug & Alcohol Policy and Plan

which ensure the requirements of this G1 Clause 12 are met.

Have available throughout the contract sufficient, qualified personnel to operate the ferry service without interruption.

Any person operating any part of the FERRY CROSSING or directing or controlling traffic thereon must be a paid employee of the Contractor.

Persons in training must be paid at the full rate for the position for which they are being trained for all hours worked.

Trainees must not operate any part of the FERRY CROSSING except under the supervision of a Ferry Driver or Deckhand who is in the Trainee's immediate proximity.

The Contractor must take all practicable steps to ensure that all staff reporting for, or on, duty are free from impairment due to alcohol or drugs.

Prior to allowing any employee to be present on the FERRY CROSSING you must arrange for that Worker to undergo the NSW Police Checks set down in the Terms for Contracted Work and disclose the results to the RTA.

**Process Held:** Any employee's presence on the FERRY CROSSING

**RTA HOLD  
POINT**

**Submission:** NSW Police Check relating to that employee.

## **12.2 CREW FATIGUE MANAGEMENT**

Develop, provide to the RTA for its approval and adhere to throughout the contract, a Safe Work Method Statement entitled “Crew Fatigue Management Plan” which:

- sets down staffing, rostering, and leave and “second job” (“moonlighting”) rules which will prevent excessive fatigue,
- prohibits excessive working hours (both in single shifts and in successive shifts),
- stipulates adequate rest periods between shifts,
- stipulates meal breaks at intervals which will minimise fatigue
- forms a part of the Contractor’s Quality Management System
- is made available to all prospective employees during the recruitment process and all employees throughout the contract and
- meets, as a minimum, the following requirements:
  - No employee shall work more than twelve hours in any twenty-four hour period.
  - If two shifts each being of twelve hours are worked in a forty eight hour period, the second shift must be followed by at least 24 hours free of any duty for the Contractor.
  - Any 7 day period must contain one period of at least 36 continuous hours free of any duty for the Contractor.
  - Each employee must take a break of a minimum duration of 20 minutes at intervals not exceeding five hours. Where no rest or meal facilities are available on the ferry, the break must be taken off the ferry vessel

Note: When devising shift plans to comply with this Clause 12.2 keep in mind the requirements of Clause 9 that trips must be made promptly. Stoppages for shift changes are not acceptable.

## **12.3 CREWING LEVELS**

Meet the minimum crewing requirements set out in Annexure G1/G.

## **12.4 QUALIFICATIONS OF FERRY CREW**

### **12.4.1 Trainees**

- must be trained in safe entry into confined spaces in accordance with AS 2865
- must have a First Aid Certificate issued by an organisation accredited by Work Cover and the Vocational Education and Training Accreditation Board
- must be fully inducted into the safe loading of vehicles onto the ferry vessel
- must have an RTA Ferry Traffic Controller’s Certificate,

### **12.4.2 Deckhands**

- be at least 17 years old,
- must be trained in safe entry into confined spaces in accordance with AS 2865 and
- must be fully inducted into the safe loading of vehicles onto the ferry vessel

and be in possession of.

- an RTA Traffic Controller’s Certificate,
- a First Aid Certificate issued by an organisation accredited by Work Cover and the Vocational Education and Training Accreditation Board and
- Fire Fighting Certificate issued by an organisation accredited by Work Cover.

- a current Motor Vehicle Driver's Licence issued by an Australian State or Territory.

#### 12.4.3 Ferry Drivers

- must be at least 18 years old and
- must be trained in safe entry into confined spaces in accordance with AS 2865 and
- must be fully inducted into the safe loading of vehicles onto the ferry vessel and be in possession of.
- an RTA Traffic Controller's Certificate,
- a First Aid Certificate issued by an organisation accredited by Work Cover and the Vocational Education and Training Accreditation Board
- Fire Fighting Certificate issued by an organisation accredited by Work Cover
- the TAFE certificate "Ferry Operation" awarded for TAFE course number 24898 module no. 24898 A,
- a NSW Maritime Authority licence entitling the holder to drive a ferry vessel in chains, and
- a current Motor Vehicle Driver's Licence issued by an Australian State or Territory.

#### 12.4.4 Waiver

For the first six months from the contracts commencement, Contractors' employees:

- having all the qualifications set down at 12.4.3 except the TAFE certificate and
- who can prove to the satisfaction of NSW Maritime Authority and the RTA Representative they have safely driven ferries in chains for 100 hours within the three months prior to the commencement of the contract

can act as Ferry Drivers.

Thereafter, all Ferry Drivers must have all the qualifications set down in 12.4.3.

#### 12.4.5 Submit Qualification Record

**Process Held:** Any employee's presence on the FERRY CROSSING

**RTA HOLD  
POINT**

**Submission:** Qualification Record of that employee.

## 13 UNIFORM TO BE WORN

All people on duty at the FERRY CROSSINGS must wear the Contractor's Designated Uniform and no other outer clothing. This must meet the requirements of specifications RTA G24 - F and RTA G10 – F, and include a hat, non-slip, steel-toed safety shoes or boots and, at night, white high-vis overalls. Its detailed design must be submitted to the RTA for approval before the commencement of the contract.

The uniform must be in a neat and clean condition. It may include a Company Logo. No other logo, except the RTA Traffic Controllers logo, shall be displayed on any part of the uniform..

## 14 MANAGEMENT PLANS AND SYSTEMS REQUIRED

Plan, establish, implement, provide to the RTA upon its request and maintain the Management Systems and Plans required:

- by the Specifications and
- by the tender documents
- by Annexure G1/D and
- to demonstrate compliance in accordance with the Contract.

Failure to do so is deemed to be a Contractor's Default in accordance with Clause 29 of the Terms for Contracted Work.

Pursuant to Clause 23.5 of Terms for Contracted Work), the Principal shall not be required to make payments to you under this Contract until you have complied with the requirements of this G1 Clause 14.

and with the contractor's Plans and Systems submitted in response to the tender documents.

Comply with RTA Specification Q6-F Clause 4.2.2.4 when any changes to the Plans and Systems are made. The RTA may audit and surveil the changes to the Plans and Systems and the resulting changes to the Work.

The RTA will provide a site specific Traffic Management Plan, which meets the requirements of RTA G10 - F Control of Traffic at Ferries, to which the Contractor must adhere throughout the Contract.

**Process Held:** Commencement of Work

**RTA HOLD  
POINT**

**Submission:** Management Systems and Plans

## 15 COMMUNICATION

Provide to the Ferry Drivers mobile telephones satisfactory to the RTA Representative. These must be reliable under all conditions, capable of communicating directly with Emergency Services and the RTA's Transport Management Centre and have back-up batteries so that communication as set out at RTA Specification M496 can take place without fail. They must be carried on the FERRY DRIVERS at all times whilst on duty. All incoming calls must be answered promptly.

## 16 MONTHLY CLAIM FOR PAYMENT

Submit monthly with the claim for payment, all documents as required under the Contract.

These documents include: -

- a) Statutory Declaration in accordance with Clause 23.2 of the Terms for Contracted Work and

- b) Any other document required by the RTA Representative to enable assessment of a payment claim including documents in support of variations claimed and evidence of the reason for a failure to provide service, if applicable.

Payment of monthly claims will not be made until all the above mentioned documents are satisfactorily completed and submitted to the RTA Representative.





## **ANNEXURE G1/A – SPEEWA FERRY CROSSING – BOUNDARIES AND ASSOCIATED SIGNAGE AND MIRRORS**

Drawings and Photographs of the Boundaries and associated signage and mirrors defining the ferry crossing will be provided at Pre-tender meeting

## **ANNEXURE G1/B – MEASUREMENT AND PAYMENT**

Payment will be as set down in the Terms for Contracted Work

## **ANNEXURE G1/C - SCHEDULES OF RTA HOLD POINTS AND IDENTIFIED RECORDS**

### **C1 SCHEDULE OF RTA HOLD POINTS AND WITNESS POINTS**

<b>G1 Clause</b>	<b>Hold/Witness Point</b>	<b>Description</b>
Clause 12.1	RTA HOLD	Before any employee's presence on FERRY CROSSING, submit NSW Police Check upon that employee
Clause 12.4	RTA HOLD	Before any employee's presence on FERRY CROSSING, submit Qualification Record of that employee
Clause 14	RTA HOLD	Management Systems and Plans including, but not limited to, those shown in Annexure G1/D

### **C2 SCHEDULE OF IDENTIFIED RECORDS**

The records listed below are Identified Records for the purposes of RTA Q Annexure Q/E.

<b>G1 Clause</b>	<b>Description of the Identified Record</b>
Clause 2	Contractor's Ferry OH&S & Environmental Induction & Training card
Clause 3	RTA-F-07 Equipment Calibration Register
Clause 3	Ferry Defect Report/Works Request
Clause 3	RTA-F-10 Ferry Log
Clause 3	RTA-F-19 Confined Spaces Permit
Clause 6	Inventory Form for taking inventory upon commencement, expiry and termination of contract.
Clause 8	Complaints Register
Clause 14	Quality Management System
Clause 14	Project Quality Plan
Clause 14	OH&S System
Clause 14	Environmental Protection System
Clause 16	Monthly Claim Form

**ANNEXURE G1/D – PLANNING DOCUMENTS****Information to be Included in the contractor's Quality Management System or Project Quality Plan**

The information to be supplied in the QUALITY MANAGEMENT SYSTEM OR PROJECT QUALITY PLAN must include, but not be limited to, the following:

References	Subject
Clause 8	Contractor's Customer Service and Neighbour Relations Plan
Clause 10	Emergency Plan
Clause 10	Communications Plan
Clause 12.1	Project IR Plan
Clause 12.1	Contractor's Training Plan
Clause 12.1	Contractor's Drug & Alcohol Policy & Plan
Clause 12.1	Procedure for ensuring NSW Police Check before employees presence on Crossing
Clause 12.2	Crew Fatigue Management Plan
Clause 12.4	Employee Records
Clause 13	Design of Designated Uniform

**ANNEXURE G1/E SPEEWA FERRY TIMETABLE**

Monday, Wednesday and Thursday: 7.00am - noon, 1.00pm – 6.30pm, 7.30pm – 9.00pm

Tuesday: 7.00am - noon, 1.00pm – 6.30pm, 7.30pm – 10.00pm

Friday: 7.00am - noon, 1.00pm – 6.30pm, 7.30pm – midnight

Saturday: 7.30am - noon, 12.30pm – 6.30pm, 7.30pm – midnight

Sunday: 8.00am - noon, 1.00pm – 6.30pm, 7.30pm – 9.00pm

**EMERGENCY CALL-OUT:** FERRY SERVICE AVAILABLE TO OPERATE OUTSIDE NORMAL HOURS WITHIN ONE HOUR OF NOTIFICATION BY THE RTA.

**SPECIAL EVENT SERVICE:** FERRY SERVICE AVAILABLE TO OPERATE OUTSIDE NORMAL HOURS WITHIN SEVEN DAYS OF NOTIFICATION BY THE RTA.

## ANNEXURE G1/F – INVENTORY TAKING

Taking of Inventories for G1 Clause 6 :

The RTA Representative and the Contractor must together take inventories thus:

Upon handover, and contract expiry or termination, an inventory covering:

1. Identification of the ferry vessel
2. the vessel's main equipment eg engine type and serial number, gearboxes, major hydraulic components etc
3. all the vessel's ancillary equipment including its dinghy, oars, outboard motors, lifejackets, anchor(s).
4. main infrastructure eg cables, cable anchors
5. the buildings, compounds and their contents
6. Fuel in vessels' tanks and any storage tanks.

The condition of each item must be set down.. Digital photographs may be used.

Particular care must be taken to identify, list and count portable and “marketable” items eg dinghies, outboard motors, lifejackets, spotlights, instruments.

Documentation through the use of digital photographs should be considered.

**Upon vessel substitution, an inventory as above covering items 1 to 5 above.**

**Sample Inventory Format:**

Item	Count	Condition	Comment

## **ANNEXURE G1/G – MINIMUM CREWING LEVEL FOR SPEEWA FERRY CROSSING**

The minimum crewing level for this FERRY CROSSING is one. Note, however, that if the contractor intends one-man operation a Lone Worker Policy acceptable to the RTA is required as part of the Tender Documents.

Trainees are additional to the minimum crewing requirements and are appointed at the Contractor's discretion and cost.

## **ANNEXURES G1/H TO G1/L NOT USED**

**ANNEXURE G1/M – REFERENCED DOCUMENTS****RTA Specifications**

RTA Q	Quality Management System
Q6-F	Quality Management System (Type 6-Ferry).
G24-F	Occupational Health and Safety (Ferry Operation)
G34-F	Environmental Protection – Ferry Operation.
G10-F	Control of Traffic and
M496	Ferry Operation ~ Speewa

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