

CERTIFICATION OF STOCKPILES MANUAL

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PART A

INTENT

Council is committed to the reduction of all forms of waste that have traditionally ended up in landfill and this includes materials previously considered as non recyclable such as concrete, asphalt, bricks and other forms of demolition waste. It is councils view that with proper management, specifications and processes these materials can be recycled into new products that perform as well as the equivalent first use materials for the same purposes. Council is committed to the promotion and facilitation by all sectors within the construction industry to the production and use of such materials.

With this clear mission, Council has established Quality Assurance Processes and requirements needed to establish and maintain Certified Stockpiles from various suppliers of granular road making materials intended to be used within the City of Blacktown.

PURPOSE OF CERTIFICATION

In accordance with Council's Civil Specification only granular materials derived from Certified Stockpiles shall be used in the construction of flexible pavements in all Council works or works by private interests which shall ultimately be handed over to Council for future maintenance and control. Materials not derived from Certified Stockpiles shall only be accepted for use within any civil works after agreement by Council's Certification panel that such materials comply with the relevant Council standards and or specification. It shall be the supplier's responsibility to provide Council with sufficient data to enable that decision to be reached and to meet all costs associated with the testing and collection of such data.

The creation and implementation of this certification process by Council has been undertaken as a quality assurance tool to enhance the quality and lifestyle of its residents by ensuring that materials supplied for use within its current and future roads are of the highest quality and capable of sustained long term performance and thereby limiting Council's exposure to untimely and costly future works.

CERTIFICATION PANEL

Council shall establish and maintain a panel of 3 designated officers who jointly shall be termed the Certification Panel. The 3 designated officers shall consist of a single representative from each of Maintenance Services, Construction Services and Development Services. The Manager Maintenance Services shall appoint the chairperson of the Certification Panel. Agreement by 2 of the panel shall be deemed sufficient to obtain Certification. All requests for Certification shall initially be directed to the chairperson of the Certification Panel who shall then convene other members of the Panel to undertake and complete the process of certification.

This document should be read in conjunction with Council's Civil Specification, and other specifications as detailed within this document or Council's Civil Specification.

PART B

SUPPLIERS

All suppliers seeking certification of a stockpile shall conform with the following requirements and processes.

1. The supplier shall advise the Council of their intention to construct a certified stockpile. Such notice to include the type of material to be certified and the proposed tonnage to be stockpiled.
2. The ground on which the stockpile will be formed is to be clean and free of all contaminants which might otherwise interfere with the material to be certified. This shall include but not be limited to all forms of vegetation both dead and alive, topsoil, all types of foreign material listed in Table 3051.4 and Table 3071.2 of the respective RTA Specifications, material containing oils or oil deposits and remnants of previous stockpiles of dissimilar material.

The ground shall be graded to provide an even cross fall to the shortest side of the proposed site of between 3% and 5% and shall consist of firm ground capable of supporting the material and equipment used to move the materials. Once the site has been prepared the supplier shall notify Council's Certification Panel who shall inspect the site within 2 working days of notification. Sites not inspected prior to the construction of the stockpile may be rejected for certification, or may have the bottom 150mm of material excluded from the stockpile that will be accepted as certified.

3. Each new stockpile shall be constructed separate from any other stockpile so as to prevent cross contamination from one stockpile to another.
4. Each stockpile shall be constructed without ramping and in horizontal layers to prevent segregation. No equipment or vehicles shall be allowed to operate from the top of the stockpile either during construction or after certification. All equipment shall operate from the side of the stockpile at ground level at all times.
5. Stockpiles of base course materials shall be constructed in lot sizes no greater than 4,000 tonnes.
6. Stockpiles of sub-base materials shall be constructed in lot sizes no greater than 10,000 tonnes.
7. Once a stockpile has reached the limits set and in 4 or 5 above or has been certified by Council then no further materials shall be added to it.
8. Each stockpile shall be clearly identified by a minimum of two signs that shall show the material name and size, material source, the stockpile number and a copy of Council's Certificate of Certification.

9. The supplier shall maintain adequate records of all materials removed from a Certified stockpile and shall make available for inspection by Council's Certification panel such records when so required. The records shall indicate as a minimum the following data, date, tonnage removed, truck registration (or where the suppliers own vehicle the plant number), stockpile number the destination of material. Each dispatch docket shall have a unique identifying number. In addition the supplier shall maintain such records as to show the available tonnage of material for each certified stockpile after each dispatch of material from that stockpile.
10. Once a Certified stockpile has been exhausted the supplier shall immediately notify the Certification Panel of the date and the customers name of the last transaction.
11. In the event that a certified stockpile has not been exhausted within three months of the date of certification the supplier shall advise the Council of the amount of material remaining. The Council will advise the supplier within 2 days of such notification whether the stockpile certification is to continue or if the stockpile has had its certification cancelled. Such notice shall be in writing and signed by the Manager Maintenance Services.

SAMPLING & TESTING

1. All sampling shall be undertaken by a NATA certified technician and all testing shall be undertaken by a NATA registered laboratory endorsed to undertake the testing being carried out.
2. Frequency and sampling and testing of materials shall be in accordance with Table 3051.4 of RTA Specification 3051 and Annexure 3071/3 of RTA specification 3071.
3. Bulk sampling of materials shall consist of 5 representative samples taken from every 800 tonnes stockpiled and shall be taken by a NATA registered laboratory technician as the stockpile is being constructed.
4. Each bulk sample taken shall be identified by a unique number and shall be clearly recorded on the sample.
5. Each test report shall clearly identify the material being tested, the bulk sample number the test method used and the results obtained shall be accompanied by a Certificate of Compliance (if materials comply) issued by the testing authority. The Certificate of Compliance shall confirm the material tested and state the specification against which the material has been tested and found to comply. Non-compliance test results shall also be forwarded to Council.
6. The supplier shall advise the Certification Panel Chairperson at the commencement of any new stockpile construction and of the intention to

seek certification of same. In addition the supplier shall advise the commencement date, the stockpile number, the proposed tonnage to be stockpiled the expected completion date of the stockpile construction and the type of material to be stockpiled.

7. Test reports and certificates of compliance shall be forwarded to Council within 5 days of completion of testing of each bulk sample, including any nonconforming test results.
8. No materials shall be sold as a certified material until Council has confirmed that it has accepted compliance and authorised Certification.
9. No further materials shall be added to a stockpile once Certification has been confirmed.
10. Material removed from a certified stockpile shall not be returned to the certified stockpile irrespective of the reason for the materials returned. Such returned materials shall be stored separately and shall not be sold as a certified material.
11. The supplier shall make available to the certification panel all records pertaining to a certified stockpile, if and when requested within 5 working days of a request to inspect such documentation.
12. In the event that the records for a certified stockpile are found to be inadequate or to have inconsistencies, Council may cancel the certificate of compliance. Material from a stockpile that has had its certificate of compliance cancelled shall no longer be deemed to be, or sold as, a certified material.
13. After a stockpile has been certified, a supplier shall make available the stockpile site for inspection by Council's certification panel, without hindrance, and shall undertake without cost to Council any additional testing that maybe required. Such testing shall be undertaken within 2 working days. Council reserves the right to monitor any bulk sampling required to complete any additional testing. Such sampling and testing shall be in accordance with clauses 1,2,3, and 4 of the section Sampling and testing of this manual.

CERTIFICATION OF STOCKPILES COUNCIL PROCEDURES

1. All correspondence shall be placed on the individual suppliers file (i.e. 6-8-47/A for Concrete Recyclers, 6-8-47/B for Boral Quarries and 6-8-47/C Pioneer Quarries)
2. On receipt of a notice of intention to construct a stockpile and seek Council Certification inspect quarry site to confirm base meets Clause 1 of part B – Suppliers - of this document.
3. If material is rejected on the basis of the test reports supplied, immediately notify supplier in writing, of non-conformance. If supplier wishes to continue with certification of subject stockpile then nonconforming material should be removed from stockpile and additional bulk samples shall be taken of the remaining material and these bulk samples retested to show conformance. If a second bulk sample should fail then the entire stockpile is non-conforming. If second bulk sample conforms then stockpile construction may proceed. Rejected material cannot be re added to stockpile.
4. Inspect stockpile during construction to ensure compliance (i.e. no ramping, no cross contamination, etc)
5. When stockpile construction is complete review test dated and Compliance Certificates. Visit stockpile with GPS and record dimensions of stockpile including height, check compliance with this document. If stockpile complies with all aspects issue Certificate of Compliance.
6. Prepare memo to Manager Maintenance Services, Co-Coordinator of Engineering Approvals Unit and Construction Manager advising of the stockpile that has been certified and the materials thus stockpiled.
7. If certification is approved advise the supplier immediately by phone and email all interested parties (email addresses are contained within a group address called “*certification*” maintained by the chairperson and updated as required.
8. Undertake random site inspections of Certified stockpiles. Such inspections should be undertaken at intervals of no more than 3 months. Also view supplier’s paper work and use GPS to determine stockpile size and hence tonnage. This calculated figure should approximately equal (+ - 15%) the suppliers stated remaining tonnage. Discrepancies of more than 15% should be further investigated- Site inspections must be undertaken by 2 members of the

certification panel and a logged entry (see appendix...) on the appropriate suppliers file.

9. If a stockpile has its Certification cancelled the details should also be advised to the manager of Maintenance Services, Construction and Development Services.
10. Once a stockpile becomes exhausted, or after a period of 9 months from the date of certification, the Manager Maintenance Services, the Manager of Construction and the co-ordinator of Development Services should be advised that no further material is available from the relevant stockpile.



CERTIFICATION OF STOCKPILE

Number 107

This is to certify that stockpile numbered 06/05 operated by Concrete Recyclers (Group) Pty Ltd has been accepted by Blacktown City Council as complying with its specification for a **DGB 20** And may therefore be used within BCC area as a **BASE MATERIAL** without further testing.

Joseph Buttita
Manager Maintenance Services

SITE INSPECTION LOG ENTRY

Suppliers Name:

File No:

Date Inspected:

Supplier's documentation checked Yes No

Suppliers stockpile documentation found adequate Yes No

Suppliers documentation checked shows. tonnes remaining

Stockpile measured Yes No

Estimated quantity remaining

Results of Stockpile Inspection.....

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RECOMMENDATION

Certification Continue Be Cancelled

Reason for cancellation.....

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Signed

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Signed

Cancellation of Certification of stockpile

Authorised by Dated

NOTE: Cancellation of Certification can only be authorised by either the Manager of Maintenance Services or the Construction Manager.