

**NATIONAL HIGHWAY AUTHORITY**  
**INSPECTION WING**

No. GM (Insp)/NHA /OGP/14/

Islamabad, the

February 2014

Subject: **STANDARD OPERATING PROCEDURE FOR INSPECTION OF ONGOING CONSTRUCTION WORKS**

1. Inspection Wing shall carry out inspection of all types of ongoing construction projects at the following stages:

- a) Progress of works is between 30 to 50 percent.
- b) Progress of works is between 60 to 80 percent.

2. This inspection will be in addition to other inspections which shall be carried out for issuance of TOC & DLC as per the already approved SOPs and surprise visits to be conducted as per the instructions of Chairman NHA.

3. Following documents will be provided by the concerned GM/PD to General Manager (Inspection) as and when required:

- a. Copies of Contract Documents as mentioned in the Agreement.
- b. Copies of all approved Variation Orders alongwith Engineer's report.
- c. Copies of IPCs and MBs.
- d. Changes made in design during construction period alongwith details and reasons.
- e. Copy of Asphalt Concrete Job Mix Formula(s), if any.
- f. Cement Concrete Mix Design, if any.
- g. Copies of test results.

4. Following procedure will be adopted:

- a. Region-wise monthly progress reports of ongoing construction projects (PSDP and Aided) shall be forwarded to Inspection Wing by the first week of following month by concerned GMs (Construction).
- b. The Inspection Wing will issue a program regarding inspection to the concerned GM/PD except for the surprise visits.
- c. Inspection shall include but not limited to the issues related to quality and workmanship of following items:
  - Earthwork/Embankment
  - Granular Sub-base and Aggregate Base Course
  - Bitumen
  - Asphalt Concrete Mixtures
  - Backfilling
  - Steel/Reinforcement
  - Cement Concrete Works
  - Structures
  - Expansion Joints
- d. Mobilization of resources as compared to approved work program shall also be observed.

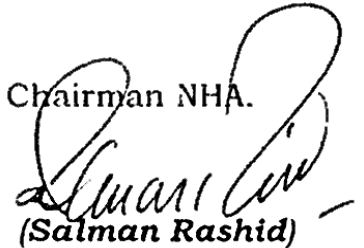
- e. Sufficiency and validity of following of following documents shall be observed:
- CAR Insurance Policies
  - Performance Guarantee
- f. Necessary tests will be carried out by Inspection team in line with Specifications in the presence of concerned NHA, Contractor and Consultant's staff.
- g. Quantum of executed works and payments made to the Contractor shall be checked.

5. Report prepared by the Inspection Wing will be issued to concerned GM/PD (Project). Necessary corrective actions including deductions, rectification and reconstruction will be undertaken by the project authorities. Performance of Supervisory Consultants and the Engineer shall also be reported.

6. Compliance status as per the recommendations of inspection team shall be intimated by concerned General Manager (Project) to General Manager (Inspection) within 15 days of issuance of report.

7. Inspection Wing will keep record of compliance status of the recommendations of inspection reports and monthly compliance/non-compliance report will be submitted to Chairman NHA in the first week of following month.

8. The subject SoP is being issued with the approval of Chairman NHA.



(Salman Rashid)

General Manager (Inspection)

**Distribution:**

- Member (Aided Projects) NHA
- Member (Construction) NHA
- Member (Operations) NHA

**Copy for information to:**

- Chairman NHA.