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|  | ISO 9001-2008 PROCEDURE | PROCESS OWNER Director of Engineering / Director of Operations | | |
| PROCEDURE TITLE: Preservation of Materials and Public Property | DOCUMENT NUMBER: ISO_7-54 | REVISION LEVEL: Final Draft | REVISION DATE: 1/10/09 | Approval: Managing Director |

Purpose/Scope:

This procedure defines requirements for the preservation of materials and other public property used or related to road maintenance and construction projects.

For the purposes of this procedure, customer property is defined as public property in and around the vicinity of a road maintenance or construction projects. Product is defined as materials used for road maintenance and construction.

Responsibility:

All project managers are responsible for ensuring the protection of materials and public property for projects to which they are assigned. Protection and preservation of stored materials are the responsibility of the Director of Operations.

ISO 9001:2008 Reference: 7.5.4 - Preservation of Customer Property, 7.5.5 - Preservation of Product

Procedure:

- 1.0 WCRC follows standard procedures and practices for the protection of public property and materials at construction sites throughout a construction project.
- 2.0 Arrangements are made for the protection of purchased and stored materials used for road maintenance and construction.
- 3.0 If specific protection issues are required by a particular township, city or community, these requirements are included as part of the bid and job quoting process and become part of the contract.
- 4.0 Standard practices for protection of property include the following:
 - Protection of property and materials from weather
 - Protection of public property in and around construction sites including:
 - Utilities
 - Personal property
 - Traffic signals
 - Other infrastructure
 - Safety measures for the protection of people (the public)
 - Securing construction sites from theft
 - Securing construction sites to protect the public from injury
- 5.0 Evaluation of the effectiveness of protection methods is completed through the construction punch list. Items that are found damaged are corrected prior to close out of a project. If preventable issues are identified or if proper methods were not followed corrective action is taken to prevent future occurrence where possible.