Procedures and Control Mechanisms for Implementing the TTS

Representative Engineer (RE)	The Contractor (Leighton – Chun Wo Joint Venture)	NENT Landfill & TM Area 38 Fill Bank

Action by:

Intending to dispose of C&D material

Pass Disposal Delivery Form (DDF) to RE

Loading of C&D material onto dump truck at the spot of generation

Recording details of disposal in the root slip of DDF by RE for disposal of C&D materials at other disposal grounds as designated in the Contract or as directed by the RE

Recording types of materials

Recording details of disposal in the root slip of CHIT and dispatching the stamped CHIT

Disposing C&D material to the designated outlets

For each truckload of C&D materials leaving the Site, Contractor's truck driver must bear a duly completed CHIT / DDF.
Contractor complete Part 1 of the Daily Record Summary (DRS) in duplicate and inform the RE before departure of the truck.
The dump truck with a stamped DDF / CHIT entering the disposal ground.

Weighting in and weighting out of trucks records by designated outlets. Upon acceptance of disposal materials, the facility operator will give Contractor's truck driver a Transaction Record Slip and stamp the CHIT.
For disposal ground other than prescribed facilities, Contractor will ensure that the DDF is signed off by a competent person as agreed by the RE at the disposal ground to confirm completion of each trip. Contractor will maintain a daily record with details of each disposal trip from the Site to the disposal ground. Contractor will complete Part 2 of the DRS form for submission to the RE within 2 working days after the date of disposal.

Filing of DDF, CHIT & Disposal Receipt

Return disposal receipt

Checking the completed DRS for record by RE

Checking and completing the DRS