



# SPECIFICATION XXX

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# TITLE

Copyright MAIN ROADS Western Australia

<b>REVISION REGISTER</b>			
<b>Clause Number</b>	<b>Description of Revision</b>	<b>Authorised By</b>	<b>Issued Date</b>

## CONTENTS

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## **GENERAL**

### **XXX.01 SCOPE**

1. <insert text>

### **XXX.02 REFERENCES**

1. <insert text>

### **XXX.03 – XXX.10 NOT USED**

## **ANNEXURE XXXA**

### **TESTING**

<insert text>

#### **1.0 GENERAL**

<insert text>

#### **1.1 TEST METHODS**

##### **1.1.1 DENSITY – EARTHWORKS AND PAVEMENTS**

<insert text>

## SPECIFICATION XXX GUIDANCE NOTES

**DELETE THESE GUIDANCE NOTES FROM FINAL DOCUMENT AFTER USING FOR REFERENCE**

All edits to downloaded TDP documents shall be tracked (most word processing software allows this to be done automatically). Deletions shall be struck through e.g. *example*. Insertions shall be in italics e.g. *example*. If **all** information relating to a clause is deleted then the clause number should be retained and the words "**NOT USED**" should be inserted.

The proposed documents with tracked changes shall be submitted to the Project Manager for review, prior to printing the final batch of documents. When this final printing is carried out, the tracked changes option is to be **turned off**.

The Custodian of this specification is the [Position Title].

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<insert text>

## **CONTRACT SPECIFIC REQUIREMENTS TO ADD OR DELETE**

The following clauses are to be placed under the CONTRACT SPECIFIC REQUIREMENTS, as required. Note after inserting the clause into Contract Specific Requirements you will need to alter the clause number and heading to, “H2 DSB” style so that the newly inserted clause will be included in the Contents table.

### **XXX.XX SIDETRACKS AND DETOURS**

1. <insert text>

**SPECIFICATION AMENDMENT CHECKLIST**

Specification: **XXX – Title** Revision No: \_\_\_\_\_

Project Manager: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked By: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract No: \_\_\_\_\_ Contract Description: \_\_\_\_\_

ITEM	DESCRIPTION	SIGN OFF
<i>Note: All changes/amendments <b>must</b> be shown in Tracked Change mode until approved.</i>		
1.	Project Manager has reviewed Specification and identified Additions and Amendments.	
2.	<b>CONTRACT SPECIFIC REQUIREMENTS</b> addressed? – Contract specific materials/products/clauses added? (Refer Specification Guidance Notes for guidance).	
3.	Any unlisted Materials/Products proposed and approved by the Project Manager? – if “Yes” provide details at 16.	
4.	Standard Clauses amended? – <b>MUST SEEK</b> approval from Manager Commercial.	
5.	Clause deletions shown as ‘NOT USED’.	
6.	Appropriate <b>INSPECTION &amp; TESTING</b> parameters included in Spec 201 (Test Methods, Minimum Testing Frequencies verified).	
7.	<b>ANNEXURES</b> completed (Refer Specification Guidance Notes).	
8.	<b>HANDOVER</b> and <b>AS BUILT</b> requirements addressed.	
9.	Main Roads QS has approved changes to <b>SMM</b> .	
10.	Project Manager certifies completed Specification reflects intent of the design.	
11.	Completed Specification – independent verification arranged by Project Manager	
12.	Project Manager’s review completed.	
13.	<b>SPECIFICATION GUIDANCE NOTES</b> deleted.	
14.	<b>TABLE OF CONTENTS</b> updated.	
15	<b>FOOTER</b> updated with Document No., Contract No. and Contract Name.	
16	Supporting information prepared and submitted to Project Manager.	
Further action necessary:		

Signed: \_\_\_\_\_ (*Project Manager*) Date: \_\_\_\_\_

## Specification Template (Font Size and Formatting Details)

### Styles

Cover Title 1 DSB	Left align
Cover Title 2 DSB	Left align
Cover Title 3 DSB	Left align
TOC1	12 pt before, 6 pt after, Tab 15cm right leader, All Caps, Bold
TOC2	Based on TOC1 – 0pt before & after, Hanging 2cm, Tab 2cm, NOT All Caps, NOT Bold
H1 DSB	24 pt before, 0 pt after
H2 DSB	12 pt before, 0 pt after, Hanging 2cm, All Caps
H3 DSB	12 pt before, 0 pt after, Hanging 2cm, All Caps, NOT Bold
Heading 4	12 pt before, 0 pt after, Hanging 2cm, NOT All Caps, Bold, Italics
Main Text DSB	12 pt before, 0 pt after, Tab 2cm
Main Text ABC DSB	6 pt before, 0 pt after, Indent 2cm, Hanging 0.75cm, Tab 2.75cm
Reference DSB	0 pt before & after
Reference Heading DSB	12 pt before & after, Indent 3cm
Revision Register DSB	4 pt before & after
Keyword DSB	12 pt before, 0 pt after

### Changes to Make in Existing Documents

Cover Page	<ul style="list-style-type: none"> <li>• Insert logos</li> </ul>
Page & Section Breaks	<ul style="list-style-type: none"> <li>• In general replace Section Breaks with Page Breaks</li> <li>• Only Section Break should be after the Table of Contents unless required to change page layout</li> </ul>
Headers/Footers	<ul style="list-style-type: none"> <li>• Insert new header and footer</li> <li>• No header and footer on first page</li> </ul>
Revision Register	<ul style="list-style-type: none"> <li>• New revision register format</li> </ul>
Body of Document	<ul style="list-style-type: none"> <li>• Delete 1<sup>st</sup> 2 lines (Spec no. and name)</li> <li>•</li> </ul>
Keywords Column	<ul style="list-style-type: none"> <li>• Change table settings for Keyword column (cell margins left &amp; right = 0.05cm)</li> <li>• Reapply Keyword DSB Style to whole column</li> <li>• Resize keywords to 11 pt and only reduce size when necessary</li> <li>• Change style of keywords next to clauses with less than 12 pt space before (e.g. Reference DSB, Main Text ABC DSB)</li> </ul>
Headings	<ul style="list-style-type: none"> <li>• In H2 DSB headings need to change text to lowercase with first letter uppercase</li> <li>• Re-apply style H2 DSB to show as All Caps</li> <li>• In H2 DSB headings which say NOT USED, leave as All Caps and replace tab with 4 spaces</li> </ul>
Guidance Notes	<ul style="list-style-type: none"> <li>• Replace note about deleting guidance notes as per template</li> <li>• Use blue/cyan highlight for any other Authors Notes</li> <li>• Update Checklist (replace with copy from template and update with any special references)</li> </ul>
Table of Contents	<ul style="list-style-type: none"> <li>• Bold 2<sup>nd</sup> line (i.e. Clause Page No)</li> <li>• Update Table of Contents field (update entire table not just page numbers)</li> </ul>
Annexures	<ul style="list-style-type: none"> <li>• Check for unusual styles in Annexures and fix as required</li> </ul>
Tables	<ul style="list-style-type: none"> <li>• Adjust spacing before and after text in tables to suit the content (typically use 3 pt before 7 after but in some cases may reduce to 1 or 2 pt)</li> </ul>
General	<ul style="list-style-type: none"> <li>• Look for and correct any formatting errors or inconsistencies e.g. incorrect style applied to a clause or table text</li> <li>• Ensure headings don't appear at the bottom of a page (can change paragraph settings to apply Keep With Next)</li> </ul>