Procedure to be followed prior to works being carried out on a Benchmark and Calibration LTPP Section / Site

**Work considered necessary on a Benchmark Section**
- National Office Approval not Necessary
  - Works Carried Out
    - Details of works entered into RAMM Database

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**Work considered necessary on Calibration Section**
- Is the work considered absolutely necessary
  - No
    - Reconsider works at a later date
  - Yes
    - National Office Approval Required (See 'Detail for Approval' to Right)
      - Yes
        - The repair should get approval. See 'LTPP Site Maintenance Requirements' detailed to the right.
      - No
        - If the repairs were not addressed, would there be a significant hazard in place
          - Yes
            - Are the proposed works the minimum amount of work to remove this hazard?
              - Yes
                - The repair should get approval. See 'LTPP Site Maintenance Requirements' detailed to the right.
              - No
                - Revised proposal requested to ensure only the minimum repairs are carried out
          - No
            - Reconsider works later

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**LTPP Site Maintenance Requirements**
- Details of any work carried out on a calibration sections shall be entered into the LTPP Site Maintenance Detail Form database as soon as the works have been completed.
  - Alternatively, details of any work carried out on a calibration sections can be entered into this database as soon as the works have been completed.
  - As many data fields should be populated as possible. Additional data is not expected to be collected, only that which is available during the works, such as: existing/new materials, dimensions, existing pavement thicknesses and photos etc. If details such as penetration tests are carried out during the works, this detail should also be reported.
  - Populated database or forms must be issued to Transit New Zealand's National Office by the end of July each year. If no work has been carried out on these sites, then only an email to confirm this is required.

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