

# DIT Procurement & Contracting

## Contractor Prequalification Scheme

### Supply of Pavement Materials – Guidelines, Conditions and Application Form

#### PART 1: INTRODUCTION

Companies wishing to supply pavement materials to the Department for Infrastructure and Transport and Infrastructure (DIT), or to roadworks contractors who are building roads for the Department, must first be prequalified.

Prequalification is available in the following categories:

<b>Category</b>	<b>Materials to be Supplied<sup>1</sup></b>
P1	Class 1 Quarried Material
P2	Class 2 Quarried Material
P3	Class 3 Quarried Material
P4	Aggregates
P5	Sand
P6	Recycled Material
P7	Mobile Crushing
P8	Arrestor Bed Material

If DIT is purchasing railway ballast, tenders will be invited from companies prequalified in categories P1 and / or P4.

Except for category P7, prequalification is granted to an individual quarry and may be subject to restrictions or conditions.

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<sup>1</sup> Refer to DIT Master Specification for Transport Infrastructure, Part R15, available from:  
[http://www.dpti.sa.gov.au/documents/contractsandtenders/specifications\\_-\\_division\\_2\\_roadworks](http://www.dpti.sa.gov.au/documents/contractsandtenders/specifications_-_division_2_roadworks)



Once prequalified, companies are subject to ongoing review by DIT to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts. Refer to Part 4 for details regarding reduced rates of testing.

The purpose of the prequalification scheme is to minimise risks to DIT and to reduce the effort of individual companies at the time of tender. The scheme aims to facilitate, but not replace, tender assessment for individual projects.

Companies are invited to apply for prequalification by completing the application form (available from [http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification))

and attaching the information described in Part 3 “Information to be Submitted and Assessment Criteria”.

The Application Form and Attachments must be submitted in accordance with the instructions on the Application Form.

Enquiries may be directed to [DIT.Prequal@sa.gov.au](mailto:DIT.Prequal@sa.gov.au) or to:

Pavements and Surfacing Engineer

Road Asset Management Section

Phone: (08) 8343 2628.

Applicants and prequalified contractors are required to comply with the DIT Conditions of Prequalification, available from:

[http://www.dit.sa.gov.au/contractor\\_documents/prequalification](http://www.dit.sa.gov.au/contractor_documents/prequalification)

Details of the review and appeal process are also included in the above document.

## PART 2: REDUCED RATE OF TESTING

Where a prequalified company can demonstrate a high level of performance and conformity for a Pavement Material Product (as defined in Part R15 Appendix 1 of the Master Specification), DIT (at its absolute discretion) may approve a reduced rate of testing for that product.

To be eligible for a reduced rate of testing, the company must satisfy the following at a minimum:

1. the source material is homogeneous and is from a single quarry;
2. the product is manufactured under uniform conditions;
3. DPTI has the right to undertake surveillance and audit at any time;
4. the company maintains and provides to DIT records of all testing carried out on that product, regardless of the client; and



5. the test results comply with the following (or a minimum level of performance determined by the Principal for other tests):

TEST	MINIMUM PERFORMANCE *	REDUCED TESTING RATE
Los Angeles Value:	All results from 6 consecutive Lots are less than or equal to 80% of the specified value.	One test per 10 Lots.
Unsound & Marginal Stone:	All results from 6 consecutive Lots are less than or equal to 60% of the specified value.	One test per 10 Lots.
Bitumen Content:	All results from 2 consecutive tests are less than or equal to 50% of the specified value.	One test per 10 Lots.
Organic Impurities:	Results from 2 consecutive tests are "satisfactory".	One test per year.
Sulphate Soundness:	Results from the 6 consecutive tests of each product are "satisfactory".	One test per 10 Lots on single nominated product. Further testing for sulphate soundness on other products from the quarry is not required.
Sand - Atterberg Limits:	Results from 6 consecutive tests are non-plastic.	One test per 10 Lots.

\*The consecutive tests are those carried out immediately prior to the application.

If a test result does not comply with the above requirements, the minimum testing frequency must be reinstated for that test until the criteria above are again satisfied or DPTI may withdraw the approval.

An application to reduce the rate of testing, along with supporting documentation, must be forwarded to [DIT.Prequal@sa.gov.au](mailto:DIT.Prequal@sa.gov.au). Where a reduced rate of testing has been approved, DIT will issue a letter confirming the approval, which will also be shown on the Prequalified Companies Register (refer: <http://www.dit.sa.gov.au/documents/contractsandtenders/prequalification>).



Please provide the information listed in the column “INFORMATION TO BE SUBMITTED BY APPLICANT” in the following table:

Note: Information marked with an asterisk should be provided for each quarry / plant that prequalification is being sought for.

		<i>These columns for DIT use only</i>	
SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
<b>1 COMPANY STRUCTURE</b>	1. Outline of company structure and ownership. 2. Organisational Chart showing key personnel, including Company Directors, Operations Managers, & key managerial / supervisory staff.	For information. For information.	
<b>2 INSURANCE</b>	Evidence of Insurance Policies and certificates of currency.	\$10,000,000 Public Liability insurance.	
<b>3 COMPANY EXPERIENCE &amp; TRACK RECORD</b>	1. Number of years experience that the company has in producing the relevant quarry products. * 2. Details of relevant current and recently completed contracts, including: <ul style="list-style-type: none"> <li>• Project Name &amp; Description,</li> <li>• Products and Quantity supplied,</li> <li>• Client,</li> <li>• Value of Contract and duration of contract,</li> <li>• Name and contact details of a referee.</li> </ul>	Successful completion of contracts to the client's time, cost and quality requirements.	
<b>4 PRODUCTS / PLANT CAPABILITY</b>	1. Detailed description of plant and facilities. *	Plant of appropriate type and capacity.	

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	2. Geology of quarry and estimated material reserves or material source for recycling plants. * <i>(Not required for Category P7)</i> 3. Details of the testing facility, including evidence of accreditation. * 4. List products available from the quarry or plant. * 5. Details of production rate for each product. * 6. Evidence, including NATA certified test results, which demonstrates that the quarry / plant can consistently produce the products in accordance with the appropriate DPTI specifications or equivalent. * 7. Copy of Extractive Mineral Lease (EML). * <i>(Not required for Category P7)</i>	Quarry rock type / geology suitable* <i>(Not required for Category P7)</i> . NATA accredited test facility. Evidence that the quarry can consistently produce material that complies with the requirements of the category being applied for <i>(not applicable for category P7)</i> . Experience with, or demonstrated knowledge of, DIT Specifications or equivalent.	
<b>5 COMPANY PERSONNEL AND COMPETENCY</b>	CV's for key staff, clearly setting out levels of experience & qualifications in quarrying or similar industries.	Company and / or Operations Manager have more than 2 years experience at manager level in quarrying or a related industry. Key Managerial / Supervisory Staff Adequate experienced staff available commensurate with size of organisation.	
<b>6 QUALITY MANAGEMENT</b>	Copy of certification of quality management system (to either Civil Contractors Federation Integrated Management System, AS / ISO 9001 or equivalent);	Certified Quality System; <i>or</i>	

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	<p><i>or</i></p> <p>If not third party certified, the following information:</p> <ol style="list-style-type: none"> <li>1. Details of the level of involvement of the Senior Management in the company's Quality program.</li> <li>2. The name, contact details and CV of the person in the company responsible for managing Quality.</li> <li>3. A copy of the company quality manual, or at a minimum, the company quality policy.</li> <li>4. A full index of the company's quality procedures including current status &amp; last revision date of each. Please provide a copy of Quality Procedures covering the following: <ul style="list-style-type: none"> <li>• Control of non-conforming product</li> <li>• Process Control.</li> <li>• Document &amp; Data Control</li> <li>• Corrective &amp; Preventative Action</li> <li>• Inspection &amp; Testing</li> <li>• Product Identification &amp; Traceability</li> <li>• Control of quality records</li> <li>• Internal Quality Audits</li> <li>• Contract Review</li> </ul> </li> <li>5. Evidence of use of the System for continuous improvement through appropriate data collection,</li> </ol>	<p>If not third party certified, evidence demonstrates satisfactory performance for the following:</p> <ul style="list-style-type: none"> <li>• Involvement of the Chief Executive in the company's Quality program (eg management review meeting minutes, policy statement by CEO)</li> <li>• The person responsible for managing Quality has moderate experience (evidence of training &amp; competency in QA, min 2 years QA expected)</li> <li>• Data collection, monitoring / review and actioning of key targets, such as reports on data gathered to Management &amp; / or items shown, with actions agreed and taken in Management Review, etc</li> <li>• Company quality policy is suitable</li> <li>• Company quality manual includes policy statements for each system element</li> <li>• Company Quality Procedures, and frequency of review as required by the Australian Standard, are adequate</li> </ul>	

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	<p>monitoring and review of the data, including actions allocated and taken on any un-desirable outcomes for at least the following 'minimum' goals / targets:</p> <ul style="list-style-type: none"> <li>• Internal Reviews (at least 6 monthly)</li> <li>• Random 'on-site' inspections (at least quarterly)</li> <li>• Management Review (at least annually)</li> <li>• Central Yard inspection (at least quarterly – OHS / EMS Area Audits)</li> <li>• Checks of Major and Minor Plant (at least quarterly – for continuing operational capability)</li> <li>• Subcontractor &amp; supplier performance (at least 6 monthly).</li> </ul> <p>6. Provide two most recent examples of each of the following:</p> <ul style="list-style-type: none"> <li>• Internal Audit Reports</li> <li>• Project Quality Plans</li> <li>• Non-conformance reports</li> </ul> <p>7. Provide two most recent examples of each of the following:</p> <ul style="list-style-type: none"> <li>• External Audit Reports</li> <li>• Corrective Action Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Recent Audit Reports - Internal (min 2)</li> <li>• Recent Audit Reports - External</li> <li>• Corrective Action Reports (min 2)</li> <li>• Non-conformance reports (min 2)</li> </ul> <p><i>Note: An interview with the company's nominated person responsible for managing Quality may be required after the application has been received. DIT reserves the right to conduct an Audit if deemed necessary or seek additional evidence that the system is being effectively implemented.</i></p>	

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<b>7 ENVIRONMENTAL MANAGEMENT</b>	<p>1. Copy of certification of Environmental Management System (to either Civil Contractors Federation Integrated Management System, AS / ISO 14001 or equivalent);</p> <p><i>or</i></p> <p>If not third part certified, the following information:</p> <ul style="list-style-type: none"> <li>• The defined responsibilities/accountabilities for management and other staff responsible for activities effecting the environment.</li> <li>• The company's Environmental Management Policy</li> <li>• Environmental procedures and instructions</li> <li>• Outline of company's awareness of relevant Codes of Practice and legislation</li> </ul>	<p>Certified Environmental Management System;</p> <p><i>or</i></p> <p>If not third party certified, evidence demonstrates satisfactory performance for the following:</p> <ul style="list-style-type: none"> <li>• Level of involvement of the Chief Executive in the company's Environmental Management program Evidence of involvement (eg management review meeting minutes, policy statement by CEO).</li> <li>• At least one person must be identified with responsibilities for activities effecting the environment.</li> <li>• The policy demonstrates an understanding of the nature, scale and environmental impacts of the organisation's activities, products and services.</li> <li>• Company demonstrates awareness and understanding of relevant Codes of Practice and legislation.</li> </ul> <p>the organisation's commitment to environmental improvement, prevention of</p>	



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SUBJECT	INFORMATION TO BE SUBMITTED BY APPLICANT	MINIMUM REQUIREMENTS	Meets Requirement (Yes / No)
	<p>2. Details of any breaches of legislation and reportable incidents; ie any PIRSA &amp; EPA notices issued on the company in the last 2 years</p> <p>3. Evidence of Primary Industries and Resources SA approval of quarry development plan, and compliance with measures to reduce environmental impact including: dust pollution, silt and stormwater control, noise pollution, water erosion, visual impact, topsoil management and quarry rehabilitation. <i>(Not required for Category P7)</i></p>	<p>pollution, compliance with relevant environmental legislation and regulations; and is signed off by senior management.</p> <p>Either:</p> <ul style="list-style-type: none"> <li>• no reportable incidents; or</li> <li>• evidence of effective corrective action and management review of any reportable incidents.</li> </ul> <p>Examples of procedures and implementation of procedures complying with Primary Industries and Resources SA requirements.</p>	
<b>8 WORK HEALTH &amp; SAFETY (WHS)</b>	<p>2. Copy of certification of WHS Management System (to either Civil Contractors Federation Integrated Management System, AS / ISO 45001 or equivalent);</p> <p><i>or</i></p>	<p>Certified WHS system;</p> <p><i>or</i></p>	

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	<p>Evidence of Implementation of an WHS Management System</p> <p>3. Return to Work - Workcover Registration Number and Certificate of Currency for Workers Compensation.</p> <p>4. If an Infringement Notice under the WHS Act has been issued in the last 2 years, details of the Notice and evidence that Corrective Action has been implemented.</p>	<p>If not third party certified, evidence demonstrates satisfactory performance for the following:</p> <ul style="list-style-type: none"> <li>• minutes of Safety Committee meetings</li> <li>• Audit Reports</li> <li>• Action Plans.</li> </ul> <p>Workcover levee rate within an acceptable range for the industry.</p> <p>Evidence that the issue has been properly addressed and appropriate action taken to prevent reoccurrence</p>	