

INSPECTION & TEST PLAN
KIOREROA ROAD RISING SEWER MAIN
ITP NUMBER: 3

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|--|---|--|-----|------------|------------|----------|------|
| WORK AREA: Kioreroa Road Rising Sewer Main | DESCRIPTION OF ACTIVITY: Concrete Manhole - Components Installation | Key: P= PERFORM (Activity) R = REVIEW (Documents & Work) W = WITNESS (Activity) H = HOLD (Point for Acceptance) | 2 | GvdLinde | 10/7/2024 | | |
| | | | 1 | GvdLinde | 16/6/2024 | | |
| | | | 0 | GvdLinde | 10/05/2024 | | |
| | | | Rev | Originator | Date | Approved | Date |

| Item No. | ITEM | ACTIVITY TASK | ACCEPTANCE CRITERIA | CERTIFYING DOCUMENTATION AND FREQUENCY | Supervisor, Foreman or Subcontractor | | Project Manager or Delegated Person | | Engineer's Representative | |
|----------|----------------------|--------------------------------|--|--|--------------------------------------|-------------|-------------------------------------|-------------|---------------------------|-------------|
| | | | | | Key | Sign / Date | Key | Sign / Date | Key | Sign / Date |
| 1 | Service Location | Potholing of Existing Services | Excavation of services to be carried out in accordance with service providers recommendations. | As per excavation permit | P | | W | | | |
| 2 | Survey & Setting Out | Set out of the Works | IFC Drawings and Specifications Approval Prior to Setout | Survey Records - Records | P | | R | | R | |
| 3 | Excavation | Installation of Manholes | Trenching, bedding and backfilling shall be as per WDCEES or T-WES 00011 – Earthworks, Reinstatement and Dewatering Section 3.2 Notify Worksafe Refer Dewatering Method Statement if applicable T-WES 00011 Section3.5 | Each Manhole Aggregate docketts and material acceptance by engineer | P | | W | | R | |
| 4 | General Requirements | Material Supply | The requirements for Manholes are shown generally on the Drawings. Where not detailed they shall be to the local authority standards. New manholes to have 150mm Nib around the pre-cast base – Manholes deeper shall be fitted with stainless steel rungs. Manhole Covers shall be Class D if in trafficable areas. Refer T-WES 00013 Section 2.8 and Section 2.9 | Material Acceptance by engineer Delivery Docketts Photos | R | | R | | R | |

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| | | Foundation Bedding | The manhole shall be constructed or placed on a levelling course of a 100mm minimum layer of compacted GAP20 or concrete. Refer T-WES 00013 Section 2.9 | Material Acceptance by Engineer Per Installation - Photos | P | | R | | R | |
| 5 | Concrete Blocks (Thrust blocks, Anti-Scour) | Construction of Thrust Block | -Design Approval Prior to installation -Concrete Strength to be as per design documents as per T-WES 00013 Section 3.1.12 & 3.1.13, also refer ITP4 -Confirm dimensions as per design detail (EngPro Report) | Per Supply Delivery Dockets. Photos | P | | R | | H | |
| 6 | | Pre-pour inspection | Engineer invited to carry out pre-pour inspection prior to concrete placement as per T-WES 00013 Section 3.1.12 | At each thrust block | P | | R | | H | |
| 7 | Backfill | Backfill Material | -The type of bedding and support required including the degree of compaction as defined in T-WES 00013 Section 2.9. -Backfill to be as per design drawings (see cross section). -Confirm stabilized bedding as per design (see long sections) | Material Dockets Compaction as per T-WES 00013 Section 3.1.5 Photos Material Dockets | P | | R | | R | |

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| | | | | | Key | Sign / Date | Key | Sign / Date | Key | Sign / Date |
| 8 | As Built Records & Asset Register | Compile all Quality Documentation in accordance with the Particular Specification | <p>Specification</p> <p>As Built Drawings: 1 set electronic pdf format; 1 set of hard copy A3 plans and CAD.</p> <p>Drawings to comply with WDC standards and be certified by the UCCL Quality Manager</p> <p>An electronic copy of the As-builts shall be submitted prior to the Engineer prior to issue of the PC Certificate</p> | As Built Drawings, Asset Information Schedule, | R | | R | | H | |

INSPECTION & TEST PLAN

INSPECTION & TEST PLAN (ITP)

The ITP defines the required inspections during various stages of fabrication, construction & installation work. It is also a method of communicating these requirements to those doing the work & a verifying record that they have been carried out.

The ITP defines four different levels of inspection according to the following criteria:

- **Perform (P)** The person(s) performing the work inspects his/her own work and the Foreman/Supervisor or Subcontractors Representative is to verify/check the work as correct. The Foreman/Supervisor or Subcontractors Representative is required to sign the Inspection & Test Checklist.
- **Review (R) – Documents** When applied to documents this can indicate review & approval before fabrication commences e.g. weld procedures or after completion e.g. QC Package.
- **Review (R) –Work Performed** Fabrication may proceed past the points indicated on the ITP. This type of inspection performed on a random basis. If corrective action is necessary, the frequency of inspections may be increased.
- **Witness (W)** This type of inspection is performed when critical activities are undertaken & verification of work done is required by a third party, or internally by a supervisor or QA Personnel. It is the responsibility of the Foreman/Supervisor or Subcontractors Representative to notify whoever is identified as the Witness initiator that the (W) stage of inspection has been reached.
- **Hold (H)** This type of inspection requires the Foreman/ Supervisor or Subcontractors Representative to notify the United Civil Project Manager that the (H) stage of inspection has been reached. Fabrication shall not proceed past this point unless the inspection has been carried out or approval to proceed is given in writing & signed by the Engineer's Representative.

NOTE REGARDING INSPECTION AUTHORITIES NOT SIGNING OFF WITNESS OR HOLD POINTS

On occasion there are situations where the required Inspection Authority (normally the Engineer or Contractor's Representative) at the witness or hold points has not for whatever reason signed the required documentation such ITP or Check Sheet where the given verifications points are clearly and evidently completed to the required standard.

The Inspection Authority normally signifies verification by other means such as email sign off or other formal correspondence.

Where this occurs, in lieu of a signature, a note to this effect shall be made on the relevant document by the Project Manager and reference to the said correspondence.

The correspondence shall be kept on the company file for the project concerned.