

Item No.	ITEM	ACTIVITY TASK	ACCEPTANCE CRITERIA	FREQUENCY	CERTIFYING DOCUMENTATION, RECORD OR CHECKSHEET	VERIFICATION SIGN OFFS	
						INTERNAL VERIFICATION AUTHORITY OR RESPONSIBILITY	CRITICAL HOLD POINT AUTHORITY
1	Site Preparation	Site Clearance	Visual Inspection	Prior to excavation	As per Engineer's acceptance	W	W
1.1	Concrete Pipes and Pre-cast Structures	Delivery of Pipes and Pre-cast structures	Visual Inspection – as per WSP T-WES00012 Section 2.3 pg. no. 262	Upon delivery on site	Delivery Dockets	R	W
1.2	Fill Material	65/40 Drainage metal	Clean and washed as per the drawings	Upon delivery on site	Delivery Dockets	R	W
2	Initial Set Out	Setting out M/H locations and Trench Alignment	As per approved IFC drawings and design model provided	Prior to trench excavations	As per Engineer's acceptance	H	W
3	Excavation	Excavation	Visual Inspection – As per T-WES 00011 section 3.2.4 pg. no. 251	During and after excavation works	Checksheet	H	W
3.1	Geotextile	Bidim A29 or equivalent	As per drawings and specification	During and after excavation works	Checksheet	H	W
3.2	Pipe General Bedding	Place Approved bedding, WDC EES Sheet 31	Visual Inspection	Prior to pipe laying	Checksheet	W	W
3.3	Pipe Laying	Laying and Jointing of the pipes	Visual Inspection - Lay and joint pipes in accordance with the manufacturer's recommendations and	During and upon completion of laying	Checksheet, As-Built information – Invert level	H	W
3.4	Slotted pipe	Laying and jointing of the pipe	Slots as specified in the IFC drawings	During and upon completion of laying	Checksheet, As-Built information – Invert level	H	W
3.5	Pipe Embedment	65/40 Drainage metal	Bulk filled – 38% voids by volume	Upon completion of backfilling	Checksheet	H	W
4	Subsoil Drain	Installation	110mm slotted novacoil installed on top of granular storage	Prior to installation of subsoil drain	QF 007 Checksheet	R	R
4.1	Trench Fill	Agreed or approved material	300mm cover	Upon completion of the backfilling	Checksheet	H	W
5	Manhole and Sump Construction	Pre-cast Manhole base and Standard Sump	Visual Inspection	Prior installation of Manhole/cesspit Base	Checksheet	R	W
5.1	Manhole and Sump Construction	Manhole risers and components	As per IFC drawing and design model	During and after installation	Checksheet	R	W

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5.2	Manhole and Sump Construction	Standard sump 450x450x1200mm pcc, AS 3996 E400 grate and frame	As per IFC drawings and specification	For each Standard sump installation	Checksheets	R	W
6	Enviropod filter	Install approved enviropod filters in sump	As per IFC drawings and specification	For each Standard sump installation	Checksheets	R	W
7	Geotextile	Placing Bidim fabric around drainage aggregate	As per IF drawings and specification	Prior to backfilling	Checksheets	R	R
8	As Built & Final Design Documentation	Supply As-built Plans	Engineer to review and accept as-built Drawings	For all completed works	Engineer's acceptance of as-built drawings	H	H

INSPECTION & TEST PLAN

INSPECTION & TEST PLAN (ITP)

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

The ITP defines 2 different levels of inspection according to the following criteria:

- **Internal Verification:** This inspection or verification activity is required internally by United Civil. A Designated Internal Authority- Project Manager, Supervisor, Foreman or other authorised person is determined for the given inspection point or verification activity. Where a signature required verification is notified by signing the designated check sheet.
- **Critical Hold Points:** These are ONLY inspections required by the contract. It requires the Foreman/ Supervisor or Subcontractors Representative to notify the United Civil Project Manager that the hold point 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.

The Engineer's Representative shall sign the Check sheet.

A Contract Hold Point is a contractual requirement. Where the Engineer's Rep has not signed or for whatever reason cannot sign the Hold Point off the Project Manager must signify verification by the Engineer by other means such email sign off or other formal correspondence and note as such on the ITP.