

Pre - Construction ITP

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Created Tue, 16 Jan 2024, 3:49 PM (UTC+11)

Project/ Site Name and Number

Contract Number

Description of works

Note:
Based on the VicRoads contract specification and must also be checked for each job against specific Hold Point to ensure acceptance criteria is correct.

1.0 Pre-Construction Checklist

1.1 Communication:

External Refrence	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Community and emergency services						
	Emergency response plan						

1.2 Approved Construction Documentation

External Refrence	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	IFC drawings (PDF,hardcopy)						
	Digital (CAD) files (Surveyor)						

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Budget / Resource arrangement POs (incl. sub-contract agreements)						
	Quantities / Specifications						

1.3 Dilapidation Report (records and photographs)

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Residential (ie: structures, access/gate, letterbox, fence)						
Hold Point (HP)	Business (ie: structures, access/fence/gate, signs/letterbox)						
Hold Point (HP)	Agricultural (ie: access, livestock , fence/gate)						

1.4 Heritage / Cultural listed areas:

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	"No Go Zone"						
Hold Point (HP)	Tourist attraction						

1.5 Protected Environment

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Flora						

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Fauna						
Hold Point (HP)	Water bodies						

1.6 Site Pre-start checklist, and supporting documents

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Dial Before You Dig						
	Excavation Permit						
	Assess and arrange for Service location						

2.0 Pre-Commencement Checklist

2.1 Traffic Items

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	VMS boards						
	TGS/TMP, MoA						

2.2 Site marks / references

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Limit of Works						
	Survey control point						

2.3 Services, inspect/identify clash points:

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Sewer, Water						
	Gas, Electricity						
	Telecommunication						
	Drainage (ie: council/shire, Other state authority)						
	Other- specify: _____ _____						

2.4 Site-Traffic Risk Assessment, including:

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	O/H and U/G services flagged "No Go Zone"						
	Trees(s) marked and approved for trimming or removal						

2.5 SWMSs reviewed:

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Site-specific						
	Spotter required / arranged						

2.6 Site Access (incl. VicRoads pre-commencement - meeting with superintendent)

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Sight and Clearance Distances:						
	Stop-slow areas, spotter , slips, confined space/work at height						
	Vehicle access to properties						
	Proximity to Services: clearance requirements						
	Proximity to Water: supply point, water-table/dam/river/coast/port						
	Site compound/Plant parking, material stockpile area," dump-site"						

3.0 Construction

3.1 Vegetation Removal

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Spotter, Traffic Control						
Hold Point (HP)	Equipment, Access						
Hold Point (HP)	Soil erosion / water contamination						

3.2 Contaminated Materials

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Contaminated Materials						

3.3 Traffic Items

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	External review: Road Safety Audit						
Hold Point (HP)	Internal review: adjust hold-time (traffic lights / traffic controller), flow-bias, identify peak-hour period(s) / public transport / rubbish collection						

3.4 Trenching works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Review escape plan (routes)						
	Review ground / water conditions						
	Identify Shoring / Benching requirements						

3.5 Drainage Works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Assess surface-water impact – flow-path / catchment / outlet						
	Surface drainage (swale drain)						
	Sub-surface drain pipe and aggregate (agricultural drains / “agi pipe”)						
	Review confined space entry						
	Review lifting methods (load / equipment / plant / crane)						
	Levels						
	Pit covers / Grates						

3.6 Structural Items

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Crown units / culvert						
Hold Point (HP)	Retaining structure works						
Hold Point (HP)	Bridge works						

3.7 Concrete kerb works:

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Alignment / level						
	profile / finish						

3.8 Concrete Works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	(in-situ & pre-cast) - Bedding material / blinding material						
Hold Point (HP)	(in-situ) - Formwork, duct-work						
Hold Point (HP)	(pre-cast) Alignment/dimensions						
Hold Point (HP)	(in-situ) - Rebar layout						
Hold Point (HP)	(in-situ) - Concrete mix / Compaction / Placement method(s)						
Hold Point (HP)	(pre-cast) - Lift points / placement method						
Hold Point (HP)	(in-situ & precast) - Pre-stress works (where applicable)						
Hold Point (HP)	(in-situ & pre- cast) Finish						

3.9 Unsuitable sub-grade / sub-base / Stabilisation treatment

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Require in-situ testing / laboratory report (where required)						
Hold Point (HP)	Material docket (ie: Lime / Cement)						
Hold Point (HP)	Density results						
Hold Point (HP)	Proof-roll						

3.10 Pavement Works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Density results						
Hold Point (HP)	Proof-roll / Test Rolling						
Hold Point (HP)	Dryback results (NB: required prior to sealing works)						
Hold Point (HP)	Ball Penetration Test						

3.11 Utility Services, Traffic / Public lights

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Level & Location (ie: clearance requirement)						
	Approved equipment for installation						
	Pit and conduit (ie: clearance requirement)						

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	<i>Audits by relevant authority / hand-over procedure</i>						

3.12 Pavement Surface Works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Seal (ie: suitable material, spray-sheet details)						
Hold Point (HP)	Asphalt (ie: material docket)						

3.13 Landscape

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Seed / Grass						
	Hydro-seed / Hydro-mulch						
	Street furniture						
	Maintenance arrangement / period: 3 / 6 / 12 / 18 / 24 months						

4.0 Practical Completion

4.1 Road Fixtures

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Linemarking & RRPMS						
Hold Point (HP)	Signs						
Hold Point (HP)	Guide posts						

4.2 Safety Barrier Works

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Guardrail						
Hold Point (HP)	Wire-rope						
Hold Point (HP)	Motorcycle-safe fixtures						

4.3 Fences and Gates

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
	Fences and Gates						

4.4 Quality Ride Test

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Quality Ride Test						

5.1 End-of-Defects liability period (EDLP): 3 / 6 / 12 / 18 / 24 months

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Linemarking & RRPMS						
Hold Point (HP)	Signs, guide posts						

External Reference	Activity / Description	Yes/No/NA	Date	Signature	Comments	Attachments	Photos/Video reference
Hold Point (HP)	Seal / Asphalt surface						
Hold Point (HP)	Landscape (where applicable)						

Final Comments	-	:
Project Team Signature	-	
Final Comments	-	:
SPM Approval Signature	-	