

<b>WORK AREA:</b>	<b>CONTRACT NAME:</b>	<b>DESCRIPTION OF ACTIVITY:</b>	<b>Rev</b>	<b>Originator</b>	<b>Date</b>	<b>Approved</b>	<b>Date</b>
Gillingham Road	CON23041 Gillingham Road Bridge Replacement	Establishment and Initial Set Out	0	Akash Nada	02/04/2025	Gerrie vd Linde	
ITP No: 001			1				

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	Award of contract	Award of contract	Letter of Award	Prior to Project Commencement	Letter of Award	R	R
2	Management Plan	Project Commencement	Submission to engineer to the contract	Pre-Construction Phase	SSSP, EMP, QCP, TMP, JSA	P	R
3	Insurance	Project Commencement	Current Certification	Pre-Construction Phase	Current Certification	P	R
4	Bond	Project Commencement	Current Certification	Prior to First Progress Claim	Current Certification	P	R
5	Programme of Works	Project Commencement	Detailing weekly scheduled tasks, milestones and hold points	Pre-Construction Phase and Updated Prior to the Regular Progress Meetings	Preferably in Gantt Chart Format	P	R
6	Dilapidation Survey	Project Commencement	Photos and description of scope of work prior to commencement of physical works.	Pre-Construction Phase	Existing Condition Photos Report	P	R
7	Notification to Residents	Project Commencement, Notification	Letter to be distributed to affected residents	Prior to Commencement of Work.	Letter to residents	P	R
8	Information Sign Boards	Project Commencement, Notification – Sign Boards to be supplied and installed	As per WDCEES	Pre-construction Phase	Photos	P	R

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9	Temporary Works Design	Design and construction of any Temporary Works required,	As per WDC Condition of Contract Clause 5.1.3 pg. no. 71 (69)	Prior to any required Temporary Work	Design calculation, Drawings, Specifications	R	H
10	Initial Survey Setting out	Setting out of all Contract Works including offset pegs (if required).	As per approved drawings and design model - WDC Condition of Contract section 15 pg. no. 114(111)	Prior to any contract works construction	Registered Surveyor to undertake, as per engineer's approval	P	H
11	Notification of Hazard	Notifying WorkSafe of all notifiable construction work	Notification to Work safe	Prior to commencement of work or hazardous work – 24 hours in advance	Copy of Notification to work safe	P	R
11.1		Working around overhead lines	Notify NorthPower Prior to works starting	Update close approach every month	Close approach permits and Standover	P	R
11.2		Working around GAS line	Notify First GAS	Update close approach as required	Close approach permits and standover	P	R
12	B4UDig	Submit B4UDig Notification	B4UDig Submission confirmation – Mark out – Close Approach Permits	Prior to commencement of works	B4UDig Plans and sequence numbers – Mark out – Close Approach Permits	P	R
13	Environmental Controls	Environmental Controls in Place	Environmental Controls in place as per EMP/CEMP	Prior to commencement of works	CEMP, Photos	P	W
14	Temporary Works	Set up of temporary work provisions such as: - Shoring Protection - Temporary Access provisions - Dewatering	Temporary work provisions in place as per relevant approved SWMS or JSA prior to commencement of works	As Required	Relevant WMS, SWMS or JSEA	P	W
15	Stockpile Location	Agree Stockpile Locations with Engineer	Suitable stockpile locations reviewed and agreed with Engineer	Prior to Earthwork	As per Engineer's acceptance	P	H
16	Dewatering	Controlling water in trenches or Pumping water from trench	Submit Method Statement, install temp pond, manage clean discharge, as per T-WES 00011 – Earthworks, Reinstatement and Dewatering	Prior to Earthworks	Method Statement Acceptance	P	H

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# 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.