

CONTRACTOR: ASI		ITP No.: ASI-OP-OP-ITP-0044 REV No.: 3.0		CONTRACT NO :		CONTRACT ITEM NO. :		INSPECTION CODES M = Monitor R = Review WP = Witness HP = Hold	
INSPECTION AND TEST PLAN:									
CONTRACTOR WORK LOCATION:		CONTRACTOR CONTRACT:			CONTRACTOR APPROVAL		DESCRIPTION OF ITEM/SERVICE		EQUIPMENT NO.
Task	Task Description	Quality Control Activity	Controlling Procedure or Instruction	Accept. Criteria	Verify Documents	Inspection Requirements (M/R/WP/HP)			Comments
						Inspection Authority			
						Contractor	Engineer	Client	

1.0	APPROVALS AND OTHER PRELIMINARY REQUIREMENTS								
1.1	Completion and required Approval of all required Permits.	R			Client's Permits	R	R	W	
1.2	Review SWMS (Safe Work Method Statement)	R			SWMS	R	R	R	
1.3	Develop / Review and have approved the Traffic Management Plan (if required).	R			TMP	R	R	R	
1.4	Confirm JHA's etc. are completed and signed by all persons required.	R			JHA	R	R	R	
1.5	Confirm latest drawings are being referenced.	R			Drawings	R	R	R	
1.6	Confirm trench routing has been surveyed.	R			Survey	R	R	R	
1.7	Confirm location of designated waste disposal area.	R			Disposal Area	R	R	R	
1.8	Confirm all environmental controls are in place.	R			Enviro Plan	M	M	M	

2.0	Preparation Works								
2.1	Confirm all plant and equipment is available, is site approved and fit for purpose.	R			Visual & Permits	R	R	R	
2.2	Confirm trench route has been walk-down and survey pegs confirmed.	R			Survey & drawings	R	R	R	

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2.3	Confirm all safety barricading and signage is available.	R			Barricades/ signs	R	R	N/A	
2.4	Confirm all safety bulletins have been issued.	R			Safety	R	R	M	

3.0	Excavation Works								
3.1	Check and confirm all required signage and safety barricading is erected.	R			Visual	R	R	R	
3.2	Verify required trench depth and width prior to commencing.	R			Spec and drawings	R	R	R	
3.3	Excavate trench removing and separating excavated materials that will be unsuitable for backfilling.	R			Material grading	R	R	M	
3.4	Remove and dispose of unsuitable materials to designated disposal area.	R			Disposal	R	R	M	
3.5	Continually Erect safety signs and barricading along trench route as required.	R			HS&E	R	R	R	
3.6	Request client inspection of excavated trench system when excavation is completed.	R			Client Inspection Sheet	H	H	W	

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4.0	1 st Sand Bedding (if required)								
4.1	Install 1 st layer of sand bedding as required and have inspected by client's representative.	R			Client Inspection Sheet	H	H	W	

5.0	2 nd Sand Bedding (if required)								
5.1	Install 2 nd layer of sand bedding after installation of services is completed and have inspected by client.	R			Client Inspection Sheet	H	H	W	

6.0	Backfill								
6.1	Commence backfill with 5% stabilized sand in layers as per the relevant site requirements and specification.	R			Client Inspection Sheet	M	M	M	
6.2	Complete compaction requirements as per the relevant site requirements and specification.	R			Client Inspection Sheet	M	M	M	

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6.3	Install polymer Protection Tiles (if required) as per the relevant site requirements and specification.	R			Visual Inspection	R	R	W	
6.4	Install Warning Tape (if required) as per the relevant site requirements and specification.	R			Visual Inspection	R	R	W	
6.5	Install route markers (if required) as per the relevant site requirements and specification.	R			As required	R	R	W	
6.6	Remove all surplus excavated materials to the approved disposal area.	R			Disposal	R	R	R	
6.7	Complete final grade of excavated area and clean up.	R			Visual inspection with Client	R	R	M	

7.0	Documentation								
7.1	Complete all required documentation and get signed off by client.	R			Documentation	R	R	W	
7.2	Complete As Built drawings as required.	R			Documentation	R	R	R	
7.3	Complete all survey data as required.	R			Survey	R	R	R	

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8.0	Hand -Over								
8.1	Walk – Down work area with client.	R			Client	R	R	W	
8.2	Hand area back to client.	R			Hand-over	R	R	W	

FINAL ACCEPTANCE (All verifying documents completed, reviewed and accepted)			
	CONTRACTOR	ENGINEER	COMPANY
NAME:			
TITLE:			
SIGN:			
DATE:			