	Inspection and Test Plan - Template - AU		Doc ID: FH-927-QU-ITP001
Client: Australia Pacific Airports Melbourne		Contract No: CP1024	Prepared By: James Kremers
Project: Runway 09/27 Overlay		Reviewed By:	Date:
Construction Process: Establishment Activities		Approved By:	Date:
Specifications: Volume 1 – Standard Specification for Airside Works (Rev 0.1)			
Structure / Component: Site Establishment			

Lot No:	Lot Details:	Lot size/Quantity:	Date:
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Item No.	Task/Activity Description	Inspection/Test					HP/ WP/ AP/ IP/ TP SCP	Responsibility Project Engineer Superintendent Surveyor Foreman	Checked by:				
		Frequency	Acceptance Criteria	Reference Documents	Inspection/ Test Method	Record of conformity			Client	Fulton Hogan	GH D	Date	
1	Work and Site Arrangements												
1.1	Dilapidation and Survey Report	Not less than 2 weeks prior the commencement of the demolition	Dilapidation Report for all existing roads and tracks and any other areas utilised by the Contractor for the construction of the Works proposed for use by the Contractor in execution of the Works prior to commencement of physical works on site	Vol1: 1211-1 & 1211-2 HP	Check	Submission of Dilapidation Report	HP	Project Manager / Quality Engineer					
1.2	Site Establishment Methodology Statement	Not more than three weeks after the award of the Contract	The Contractor must submit a methodology statement describing all activities required for site establishment to the Contract Administrator for approval	Vol1: 1220-1 HP	Check	Submission of Site Establishment Methodology Statement	HP	Quality Engineer					
1.3	Water Supply	Monthly	The Contractor is responsible for installation (and removal) of the metered water supply point, the supply of the meter and arranging for the reading of the meter, and submission of the readings, monthly. The Contractor must arrange for the Contract Administrator to be present for the initial and final readings.	Vol1: 1222-1 HP	Check	Picture or formal notification	HP	Quality Engineer					

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1.4	Plant, Equipment and Tools	Prior to bringing any on to the site	List of each item of plant, equipment and tools to be used in the Works including type, maker, details of general configuration, weight, maximum wheel load, tyre pressure and maximum height	Vol1: 1227-1 HP	Check	Notification	HP	Quality Engineer				
1.5	Removal and Rehabilitation	Not less than 1 week prior to commencing removal	When the Contractor's compound is no longer required for the Works being constructed under the Contract, the Contractor must remove from the compound area all sacrificial crushed rock layers and geotextile liners from the Contractor's compound.	Vol1: 1220-2 HP	Check	Notification	HP	Quality Engineer				
1.6	Stockpiles	Prior to commencing asphalt works	Details of the location of proposed stockpile sites specifying the maximum dimensions (including height) of the proposed stockpile, material(s) to be stockpiled, proposed separation of stockpiles and methods of management of material(s) to be stockpiled	Vol1: 1230-1 HP	Check	Notification	HP	Quality Engineer				
1.7	Cold Planned Asphalt Stockpiles	Prior to commencing asphalt works	The location of a temporary stockpile of cold planed asphalt must be proposed by the Contractor and approved by the Contract Administrator.	Vol1: 1230-2 HP	Check	Notification	HP	Quality Engineer				

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1.8	Rehabilitation of stockpile sites	Conclusion of works	At the conclusion of the Works, the Contractor must dispose of surplus stockpiled material off-site and return the stockpile area to a condition similar to that which it was found, including regrading, replacement of topsoil and establishing grass to the satisfaction of the Contract Administrator.	Vol1: 1230-3 HP	Check	Notification	WP	Quality Engineer				
2 Quality Assurance and Environmental Management												
2.1	Appointment of Project Quality Representative	Prior to commencement of works	Submission of Details and credentials of Project Quality Representative	Vol1: 1303-1 HP	Check	Notification	HP	Quality Engineer				
2.2	Project Quality Plan	Prior to commencement of works	Submission of Draft and final Project Quality Plan	Vol1: 1304-1 HP	Check	Notification	HP	Quality Engineer				
2.3	Changes to the Quality System	Within 24 hours of implementing the change	Changes to the Quality System may be made by the Contractor at any time. Such changes must comply with the requirements of the specification and must be subject to the prior written approval by the Contract Administrator.	Vol1: 1305-1 HP	Check	Notification	HP	Quality Engineer				

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2.4	CEMP	Before the commencement of work	The Contractor must submit and finalise a Construction Environmental Management Plan (CEMP) in accordance with the requirements of the Contract.	Vol1: 1404-1 HP	Check	Notification	HP	Quality Engineer				
2.5	Continuation of Works	within five (5) working days after receipt of a notice for non-compliance.	Submission of a written report to the Contract Administrator describing corrective actions required as a result of a non-compliance with the CEMP within five (5) working days after receipt of a notice for non-compliance.	Vol1: 1408-1 HP	Check	Notification	HP	Quality Engineer				
2.6	Lot Closure	Each Lot	Lot conforms to all required Technical Specifications. Any NCR's actioned and closed out and no further actions are required.	Vol 1: 1300	Verify	ITP Sign Off	IP	Quality Engineer				

Final Inspection The signature below verifies that this ITP has been completed in accordance with the Fulton Hogan's Quality system Procedures and verifies lot compliance with specifications.

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Print Name:	Position:	Signature:	Date:	/	/
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Legend:

HP	Hold Point	Work shall not proceed past the HP until released by the Superintendent	IP	Inspection point	Formal Inspection to be done and recorded
HP*	Fulton Hogan Hold Point	Work shall not proceed past the HP* until released by Fulton Hogan	TP	Test Point	Product compliance test to be undertaken and recorded/reported
WP	Witness Point	An inspection which must be witnessed by the Superintendent	SCP	Survey conformance point	A qualified surveyor to check product/section/structure and report
AP	Approval Point	Written or verbal approval given by the Superintendent			

Notes	
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