

	Inspection and Test Plan - Control and Supervision of the Works	Document # ITP-003 15/02/2024
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Client: DTP	Construction Process:	Prepared by:	Reviewed by :	Approved by :
Project: Stud Road/ Mcfees Road	<i>Earthworks Foundation</i>	Name: Ruby Lewis	Name: Cameron Beattie	Name: Cameron Beattie
Contract No: DOT38025	Specifications: VicRoads Specifications Section 204, 205 and 173			
	Structure / Component: Earthworks/Civil	Signed :	Signed :	Signed :
	Location:	23/05/2025	Date : 23/05/2025	Date : 23/05/2025

Lot No:	Lot Details:	Lot Size/ Quantity:
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Item No.	Task/Activity Description	Inspection / Controls and Verification Detail					HP/ WP/ AP/ IP/ TP/ SCP	Responsibility Project Engineer Site Engineer Superintendent Surveyor Foreman	Checked by:			
		Frequency	Acceptance Criteria	Reference Documents	Inspection / Test Method	Record of conformity			Client	Fulton Hogan	FH's Sub-contractor	Date
1	Preliminary Works											
1.1	Induction	Prior to Commencing Work	All personnel on site have been inducted to the Project site	Induction Register	Document Review	This ITP signed	HP*	Site Engineer / Site Foreman	N/A		N/A	
1.2	Implementation of all measures and controls	Prior to commencing any activity	All necessary measures and controls are being implemented, that is: PSP, CEMP, TMP & SWMS	PSP, CEMP, TMP, JSEA, SWMS,	Document Review	This ITP signed	HP*	Site Engineer / Site Foreman	N/A		N/A	
1.3	Excavation Permit issued	Prior to commencing	Current Excavation Permit signed and specific for the area where works will be executed.	Excavation Permit	Document Review	Excavation Permit No.	IP	Site Engineer & Superintendent	N/A		N/A	
1.4	Check that current revision drawings are being used	Prior to Commencing Work	Issued For Construction (IFC) and latest available revision used	IFC Drawings	Document Review	This ITP Signed off	IP	Site Engineer / Site Foreman	N/A		N/A	
1.5	Confirm understanding of current CEMP and CHMP related to the work area and that all prescribed environmental controls are in place	Prior to Commencing Work	All environmental measures and site controls to be implemented as per current CEMP and CHMP. Sediment control measures to be installed and protected vegetation to be clearly identified	IFC Drawings CEMP CHMP	Document Review	This ITP Signed off	IP	Site Engineer / Site Foreman	N/A			
1.6	Verification of Site Clearing	Prior to Commencing	In areas where excavation will be made, all vegetation, refuse and obstructions shall be totally grubbed or grubbed to a depth of not less than 0.3 m below the subgrade and batters, whichever is the lesser treatment.	VicRoads Spec. CI.201.05 ITP-001	Visual Inspection	This ITP Signed off	IP	Project Engineer	N/A		N/A	

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1.7	Material Category	Prior and During Excavation	Prior to commencing excavation in any area and during excavation work, the Superintendent shall inspect each type of material encountered and subject to verification by appropriate laboratory testing, agree on the category of material in accordance with Clause 204.04	VicRoads Spec. Cl.204.04 Cl.204.06(c)	Visual Inspection	This ITP Signed off	IP	Project Engineer			N/A	
1.8	Placing Fill	Prior to Commencing Fill	Placing fill shall not commence on the prepared areas until the area has been reviewed by the Superintendent	VicRoads Spec. Cl. 204.10(b)	Visual Inspection	This ITP Signed off	IP	Project Engineer			N/A	
1.9	Rock Subgrade	During Excavation	Prior to construction of the regulating layer, the areas of rock subgrade shall be presented to the Superintendent for acceptance. Details of any necessary amendments to the sub surface drainage design including trasverse subsurface drainage at the interfaces shall be submitted to the Superintendent for review.	VicRoads Spec. Cl. 204.06(f)	Visual Inspection	This ITP Signed off	IP	Project Engineer			N/A	
1.10	Ground Water	During Excavation	The Superintendent shall be notified where groundwater or seepage is encountered and the proposed action to be taken, shall be submitted for review. Any necessary approvals from relevant authorities for treatment and disposal of this groundwater shall also be submitted .	VicRoads Spec. Cl. 204.06(h)	Visual Inspection	This ITP Signed off	IP	Project Engineer			N/A	
1.11	Unsuitable Material	During Excavation	Where unsuitable material is encountered, actions shall be: a) excavate the unsuitable material and backfill with 20mm Class 3 Crushed rock and compacted to min 98% Standard MDD to the approval of Superintendent	IFC Drawings	Visual Inspection	This ITP Signed off	IP	Project Engineer			N/A	
2	Construction Works											
2.1	Survey set-out	Prior to Commencing	The establishment and integrity of the survey network shall be verified before commencing any survey and set out activity. Survey activities undertaken to ensure and validate that all Works meet level and location requirements. Verification of conformity with latest IFC drawings.	IFC Drawings	Site Inspection	Survey records & pegs on the ground	SCP	Project Engineer/ Superintendent	N/A		N/A	
2.2	Surface Preparation	During Excavation	For areas where the subgrade height is less than one metre above cut height, the cut should be scarified to 150mm and recompacted with Type B material	VicRoads Spec. Cl. 204.04 Cl. 204.06	Site Inspection	Signed ITP	HP	Project Engineer/ Superintendent	N/A		N/A	
2.3	Foundation Treatment (if required)	Prior to Treatment (if required)	Proposed method reviewed, refer relevant ITP	Relevant ITP	Document review	Signed ITP	IP	Site Engineer / Site Foreman	N/A		N/A	
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The signature below verifies that this ITP has been completed in accordance with the FH's Quality system Procedures and verifies lot compliance with specifications.

Print Name:

Position:

Signature:

Date: / /

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*	FH Hold Point	Work shall not proceed past the HP* until released by FH	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			