

SECTION 1 – GENERAL DETAILS							
Project Name:				Inspection Key. A Action B Report by Breach C Check D Dimension Inspection E Examine H Hold Point I Inspection M Monitor on Random Basis O Operation R Review S Subcontractor V Visual Verification W Witness Point	Responsibilities		
Project Number:					Role Key	Name	Signature/ Initial
Client:					CR Client Representative		
Contract Number:					PE Project Engineer		
Lot Number / ID					IP Inspection Personnel		
					SP Supervisor		
ITP Number:		Version:	00				
ITP Description:	Concrete Stair Installation						
Prepared By:							
Revision Date							
Comments:							
SECTION 2 – SIGNATURES – CLOSE-OUT & APPROVAL							
ITP Close-Out by Vic Civil	Name:		Signature:		Date:		
Client Close Out (If Req)	Name:		Signature:		Date:		

SECTION 3 – RECEIVING INSPECTIONS										
Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Inspection/ Test		Inspection Point/ Signature & Date			
					Key	By	Vic Civil Signature	Client Signature	Date	Comments
3.1	Survey / Set out	Levels confirmed on site	Set out in accordance with design drawings or site conditions	Visual Inspection / On Site Verification	I	IP				

SECTION 4 – IN-PROCESS INSPECTIONS										
Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Inspection/ Test		Inspection Point/ Signature & Date			
					Key	By	Vic Civil Signature	Client Signature	Date	Document Reference
3.1	Preparation of Subgrade/Rock Preparation	Subgrade meets design requirements. FCR placed to specified thickness and compacted	No soft spots. Rock layer conforms to required thickness.	Visual Inspection. Geotech test if required.	W	IP				
3.2	Formwork	Installation of formwork to support stairs	As per temp design	Visual Inspection	H	PE				
3.3	Steel Reinforcement	Installation of steel mesh and or steel bar reinforcement as per drawings	Reinforcement installed as required	Visual Inspection	H	IP				
3.4	Concrete Pour	Concrete is poured to required levels and strength	Strength and finish requirement met	Visual inspection only Strength Test	I	IP				

SECTION 4 – IN-PROCESS INSPECTIONS										
Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Inspection/ Test		Inspection Point/ Signature & Date			
					Key	By	Vic Civil Signature	Client Signature	Date	Document Reference
3.5	Stair edging or surface treatments	Stair treatments installed as required. (stair nosing's, edge treatments, etc.)	As per drawings	Visual inspection	I	IP				
SECTION 5 – FINAL INSPECTION AND HANDOVER										
Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Inspection/ Test		Inspection Point/ Signature & Date			
					Key	By	Vic Civil Signature	Client Signature	Date	Comments
5.1	Completions	Inspection of works	Works completed to the client requirements	This document	H	PE				
SECTION 6 – COMMENTS										