

Inspection and Test Plan (ITP)

HSEQ Form

ITP No:	R143 (Ed 5 / Rev 3)	Process:	Signposting	Project:	Sydney Rd / Common St RAB, Goulburn	Job No:		Work Area / Lot No	
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Process Step	Criteria/Test Method/Spec	Inspection/Test Frequency	Inspection/ Test by:	Responsible Position	Type of Record	Acceptance/Comments <input type="checkbox"/> Completed <input type="checkbox"/> Not completed
1. Prepare Safe Work Method Statement.	WHS Act 2011 WHS Regs 2017	Prior to commencing	PV	Site Supervisor (SS)	HPR Form	Initials: <input type="checkbox"/>
2. Approval of signs for use	RMS 3400 Contract Drawings	Prior to commencing	PV	SS/PE	HPR Form	Initials: <input type="checkbox"/>
3. Set out for new signs.	RMS R143 Clause 3.2 Contract Drawings Release of Hold Point	Completion of setout	PV	PE/Surveyor	HPR Form	Initials: <input type="checkbox"/>
4. Install Signs as per Contract Drawings	Visual inspection	Completion of Installation	SS	PE/Surveyor	As-built	Initials: <input type="checkbox"/>

REVIEW BY PROJECT MANAGER	
Is installation within tolerances?	YES/NO
Have all RMS Hold Points been released?	YES/NO
Any nonconformances?	YES/NO Sign: _____ For Closed Out: YES/NO
All work has been satisfactorily completed.	YES/NO
_____ Project Manager	_____ Date

Prepared By: M Winchester Approved By: _____ Date Approved _____