

Inspection and Test Plan - Control and Supervision of the Works

Document

Revision : 1

Client: Department of Transport and Planning Project: Safety Barrier Installation Princes Hwy Wellington Rd to James St Contract No: DOT36563	Construction Process: <i>Safety Barrier Installation, NDD and Service Location</i> Specifications: VicRoads Specifications Sections: 160, 166, 168A, 173, 175, 176, 201, 204, 602, 610, 703, 707, 708, 709, 714, 720, 750 Structure / Component: Barrier Installation / NDD / Service Location Location: Princes Hwy - Wellington Rd to James St	Prepared by: Name: Justin Barnes Signed : 9/01/2025	Reviewed by : Name: Cameron Beattie Signed : Date : 9/01/2025	Approved by : Name: Cameron Beattie Signed : Date : 9/01/2025
--	--	---	---	---

Lot No:	Lot Details:	Lot Size/ Quantity:
----------------	---------------------	----------------------------

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	Obtain up to date Dial Before You Dig (DBYD) Information	Prior to commencement	All current DBYD information received prior to commencement of works	100.5(1)		This ITP signed + documentation received	HP*	Site Engineer	N/A		N/A	
1.2	Obtain necessary approvals and permits from the relevant service authorities	Prior to commencement	All current permits approved and issued prior to commencement of works	100.5(1)		This ITP signed + Permits issued	HP*	Site Engineer	N/A		N/A	
1.3	Receival and activation of authorised Memorandum of Authorisation (MOA)	Prior to commencement	The Contractor shall not commence work until the relevant authorised MOA has been received and activated	100.6		This ITP signed + Authorised MOA's received	HP*	Site Engineer	N/A		N/A	
1.4	Submission of relevant PMP Documentation, insurances etc.	Prior to commencement	All PMP documentation submitted to DTP 14 days prior to commencement of works. This includes QMP, EMP, IERP, TMP, HSMP, SWMS	160.C1		This ITP signed	HP*	Site Engineer	N/A		N/A	
1.5	Submission of overall works procedure	Prior to commencement	Works procedures for GPP process, NDD, Service Location and TreeTrimming/Removal to be submitted to DTP 14 days prior to commencement of works	Fulton Hogan works procedures		This ITP signed		Site Engineer Project Manager	N/A		N/A	
1.6	Submission of Contractors representatives	Prior to commencement	List of contractor representatives submitted to DTP	160.C6		This ITP signed	HP	Project Manager Superintendent			N/A	
1.7	Review of Traffic Management Plan	Prior to commencement	The Traffic Management Plan shall not be implemented as a Traffic Guidance Scheme until the Superintendent has completed the review of the final Traffic Management Plan and released this Hold Point	166.08		This ITP signed	HP	Superintendent			N/A	

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
1.8	Road Safety Audit	Prior to commencement	First batch of MOA's and TGS's submitted for approval to be audited by an external auditor.	100.1 100.6 100.7		This ITP signed + RSA report received	HP	Project Manager Site Engineer Superintendent				
1.9	Condition of Site	Prior to commencement	Undertake precondition inspection of site prior to works commencing	MP4 / video file for records		This ITP signed	HP*	Site Engineer Project Manager Foreman	N/A		N/A	
1.10	Sign removal and installation	Prior to removal of signs	The required positions of all posts and signs shall be as directed by the Superintendent who shall confirm the positions before the erection of posts commences.	714.06		This ITP signed	HP	Site Engineer Foreman Superintendent			N/A	
2	NDD and Service Location											
2.1	Service Location and marking	Prior to excavation, stripping, clearing/grubbing, ground penetration	All underground services must be located by a suitably qualified service locator. Where denoted NDD in the drawings, services must be visually inspected	100.12 100.5(2) Drawings		This ITP signed	HP*	Site Engineer Foreman GPP Subcontractor	N/A			
2.2	NDD Works / service locating	Prior to barrier installation	NDD locations confirmed within 10 working days from submission of prior to completion of Non Destructive Digging (NDD) works	100.5(3)		This ITP signed	HP*	Site Engineer Foreman GPP	N/A			
2.3	Approval of NDD information	Prior to barrier installation	NDD information supplied to DTP a minimum of 14 days prior to any works commencing on any safety barrier run.	100.5		This ITP signed	HP	GPP Foreman Superintendent			N/A	
2.4	Refilling of NDD potholing	Prior to leaving site for the day	Potholes refilled with compacted sand the same day	100.5		This ITP signed	WP	Foreman GPP Subcontractor	N/A			
3	Vegetation Works											
3.1	Approval for vegetation removal	Prior to commencement	Meeting held with DTP and Council to identify and mark trees / vegetation for removal and approval permits issued	176.11		This ITP signed	HP	Site Engineer Project Manager Superintendent Council Representative			N/A	
3.2	Tree trimming	During NDD/Service locating works	Trees to be trimmed in accordance with specification and in designated locations as per drawings and Superintendent's advice	201 Drawings		This ITP signed	WP	Foreman Superintendent Council representative Subcontractor				

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
3.3	Tree removal	During NDD/Service locating works	Trees can only be removed with the approval of Council Representative and Superintendent. All tree matter removed from site and holes left from tree stumps filled accordingly.	201 Drawings		This ITP signed	WP	Foreman Superintendent Council representative Subcontractor				
4	Safety Barrier Installation											
4.1	Setout of barriers	Prior to barrier installation	Prior to installation the Contractor shall confirm with the Superintendent the required location and length of all guard fence. Barriers to be set out in accordance with contract documentation and VR specification	708.08		This ITP signed	HP	Site Engineer Foreman Superintendent				
4.2	Approval of ground beam locations	Prior to barrier installation	Details provided to DTP and proposed location for ground beam approved prior to installation	708.08 (a)		This ITP signed	HP	Site Engineer Project Manager Superintendent				
4.3	Compliant safety barrier installation	All barriers	All safety barriers installed within VR and Manufacturers Specification	Manufacturers specification		This ITP signed	AP	Site Engineer Superintendent Subcontractor				
4.4	Certification of steel for guardrail	All barriers	The Contractor shall submit to the Superintendent all test certificates related to the supply of steel for the Works at least 14 days prior to commencement of installation.	708.05		Certificate received	AP	Site Engineer Superintendent Subcontractor				
4.5	Safety Barrier CoC documentation	All barriers	Certificates of Compliance issues for all barriers installed	708.1		CoC received	AP	Site Engineer Subcontractor	N/A			
4.6	As-constructed drawings	Completion of project	Submission of As-Constructed drawings to DTP within 20 days of practical completion	160.A9		As-constructed drawings	AP	Site Engineer Superintendent			N/A	
<p>The signature below verifies that this ITP has been completed in accordance with the FH's Quality system Procedures and verifies lot</p> <p>Print Name: _____ Position: _____ Signature: _____ Date: / /</p>												

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

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
AP	Approval Point	Written or verbal approval given by the Superintendent										