

**INSPECTION & TEST PLAN      KIOREROA ROAD RISING SEWER MAIN**
**ITP NUMBER: 1**

<b>WORK AREA:</b>	<b>DESCRIPTION OF ACTIVITY:</b>	<b>Key:</b> P= PERFORM (Activity) R = REVIEW (Documents & Work) W = WITNESS (Activity) H = HOLD (Point for Acceptance)	<b>2</b>	GvdLinde	<b>10/7/2024</b>		
			<b>1</b>	GvdLinde	<b>19/6/2024</b>		
<b>Kioreroa Road Rising Sewer Main</b>	<b>Establishment and Initial Set Out</b>		<b>0</b>	GvdLinde	<b>10/05/2024</b>		
			<b>Rev</b>	<b>Originator</b>	<b>Date</b>	<b>Approved</b>	<b>Date</b>

Item No.	ITEM	ACTIVITY TASK	ACCEPTANCE CRITERIA	CERTIFYING DOCUMENTATION AND FREQUENCY	Supervisor, Foreman or Subcontractor		Project Manager or Delegated Person		Engineer's Representative	
					Key	Sign / Date	Key	Sign / Date	Key	Sign / Date
1	Award of Contract	Award of Contract	Letter of Award	Letter of Award			R			
2	Management Plans	Project Commencement	Submission to engineer to the contract	'SSSP, EMP, QCP, TMP, JSA			P		R	
3	Insurances	Project Commencement	Current certificate	Current certificate			P		R	
4	Bond	Project Commencement	Current certificate	Prior to First Progress Claim			P		R	
5	Dilapidation Survey	Project Commencement	Photos and description of scope of work prior to commencement of physical works.	Photos of footpath, Berm, pavement and individual properties.	P		R			
6	Notification to Residents	Project Commencement, Notification	Letter to be distributed to affected residents prior to commencement of work.	Letter to residents			P		R	
7	Information Sign Boards	Project Commencement, Notification – Sign Boards to be supplied and installed	As per WDCEES	Photos	P		R		W	
	Design	Design of vertical and horizontal alignment and locations of components	Submission of drawings to engineer for review as per T-WES0001 – Preliminary and General, Section2.4.	Acceptance			P		H	
8	Initial Set out	Set out of manhole positions and alignment of new line, etc	As per drawings	Surveyor to set out	R		R		W	
9	Notification of Hazards	Working at depths greater than 1.5m	Notification to Work safe prior to commencement of work	Copy of Notification to Work safe			P		R	
		Working around Overhead lines	Notify Northpower prior to works starting	Close approach permit and Standover	p		P		R	

**INSPECTION & TEST PLAN**
**KIOREROA ROAD RISING SEWER MAIN**
**ITP NUMBER: 1**

Item No.	ITEM	ACTIVITY TASK	ACCEPTANCE CRITERIA	CERTIFYING DOCUMENTATION AND FREQUENCY	Supervisor, Foreman or Subcontractor		Project Manager or Delegated Person		Engineer's Representative	
					Key	Sign / Date	Key	Sign / Date	Key	Sign / Date
		Working around Gas lines	Notify First Gas	Standover and permit	P		P		R	
10	B4UDig	Submit B4UDig Notification	B4UDig Submission confirmation – Mark out – Close Approach Permits	B4UDig Plans and sequence numbers – Mark out – Close Approach Permits	P		P			
11	Environmental Controls	Environmental Controls in Place	Environmental Controls in place as per EMP/CEMP	CEMP, Photos	P		P		W	
12	Access Permits	Project Commencement	Complete permits prior to commencement of works in WWTP	Permit to Occupy			P		W	
13	Temporary Works	Set up of temporary work provisions such as: - Shoring Protection - Temporary Access provisions - Dewatering	Temporary work provisions in place as per relevant approved SWMS or JSA prior to commencement of works	Relevant WMS, SWMS or JSA			P		R	
14	Stockpile Locations	Agree Stockpile locations with engineer	Suitable stockpile locations reviewed and agreed with engineer	Acceptance			P		H	
15	Dewatering	Pumping water from trench	Submit Method Statement, Install temp pond, manage clean discharge, as per T-WES 00011 – Earthworks, Reinstatement and Dewatering	Method Statement Acceptance	P		R		H	

## INSPECTION & TEST PLAN

### INSPECTION & TEST PLAN (ITP)

The ITP defines the required inspections during various stages of fabrication, construction & installation work. It is also a method of communicating these requirements to those doing the work & a verifying record that they have been carried out.

The ITP defines four different levels of inspection according to the following criteria:

- **Perform (P)** The person(s) performing the work inspects his/her own work and the Foreman/Supervisor or Subcontractors Representative is to verify/check the work as correct. The Foreman/Supervisor or Subcontractors Representative is required to sign the Inspection & Test Checklist.
- **Review (R) – Documents** When applied to documents this can indicate review & approval before fabrication commences e.g. weld procedures or after completion e.g. QC Package.
- **Review (R) –Work Performed** Fabrication may proceed past the points indicated on the ITP. This type of inspection performed on a random basis. If corrective action is necessary, the frequency of inspections may be increased.
- **Witness (W)** This type of inspection is performed when critical activities are undertaken & verification of work done is required by a third party, or internally by a supervisor or QA Personnel. It is the responsibility of the Foreman/Supervisor or Subcontractors Representative to notify whoever is identified as the Witness initiator that the (W) stage of inspection has been reached.
- **Hold (H)** This type of inspection requires the Foreman/ Supervisor or Subcontractors Representative to notify the United Civil Project Manager that the (H) stage of inspection has been reached. Fabrication shall not proceed past this point unless the inspection has been carried out or approval to proceed is given in writing & signed by the Engineer's Representative.