

Hayden Brett  
Created Tue, 16 Jan 2024, 3:50 PM (UTC+11)

Subcontractor (if applicable)

**ITP Details:**

Client	Construction Process	Contract Number:	Specifications	Structure / Component	Prepared By	Approved By
Regional Roads Victoria	Underground Storm water Drains		Vicroads Specification Section 173, 175, 205, 210, 290, 304, 702 and 720, VR Code of Practice 500.2	Drainage		

## Project Location

**Lot no.**

### Lot details

Lot size/qtys

Date \_\_\_\_\_ Start: - \_\_\_\_\_ End: - \_\_\_\_\_

Text  
Legend:

<b>HP</b>	Hold Point	Work shall not proceed past the HP until released by the Superintendent	<b>IP</b>	Inspection point	Formal Inspection to be done and recorded
<b>IHP</b>	SWA Internal Hold Point	Work shall not proceed past the IHP until released by SWA	<b>TP</b>	Test Point	Product compliance test to be undertaken and recorded/ reported
<b>WP</b>	Witness Point	An inspection which must be witnessed by the Superintendent	<b>SCP</b>	Survey conformance point	A qualified surveyor to check product/section/structure and report
<b>AP</b>	Approval Point	Written or verbal approval given by the Superintendent			

1. Preliminary Works

Task/Activity Description	Acceptance Criteria	Reference Documents	Method & Record of conformity	Responsibility	Signature	Comments
<b>1.1</b> Obtain MOA and Traffic Management Plans. Ensure Traffic Management Plan is adhered to.  <b>Frequency</b> Prior to commencing works	Refer to the VicRoads Traffic Management specification 166	Traffic Mgmt. Plan	<b>Method:</b> Visual Inspection  <b>Record:</b> Signed ITP	IHP  SWA Project Manager		
<b>1.2</b> Purchase of pre-cast pits, pipes and end-walls  <b>Frequency</b> Approval prior to placement of order	Refer to Construction Drawings	Vic roads Standard drawings	<b>Method:</b> Review and approval of documentation  Visual inspection  <b>Record:</b> Signed ITP	IHP  SWA Project Manager		

## 2. Construction works

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.1 CONFORMITY WITH DRAWINGS</b> - The Contractor shall set out the drainage work in accordance with the drawings or as specified.  <b>Frequency:</b> Each lot as required	Prior to commencement of excavation for the culverts the Contractor shall confirm the position of all culverts with the Superintendent.	Vicroads std sec 701.09	<b>Method:</b> Construction Drawings  <b>Record:</b> Signed ITP	IHP  SWA Project Manager  Site Supervisor				

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.2 CONFORMITY WITH DRAWINGS</b> – The culverts constructed shall be constructed true to line and level  <b>Frequency:</b> Each Lot	Unless specified otherwise the tolerance on location of pipes compared to the design or a change to the design notified in accordance with this clause shall be: (a) offset of entry pits required to match lines of kerbs or barriers $\pm 20$ mm (b) plan location of pits other than offsets to kerb lines or barriers $\pm 100$ mm (c) invert level of pipes at pits $\pm 50$ mm (d) departure from design grade of pipe runs $\pm 10$ mm in 10 m provided minimum grade is not less than 1:250	Vicroads std sec 701.09	<b>Method:</b> Construction Drawings  <b>Record:</b> Signed ITP	IHP  SWA Project Manager  Site Supervisor				
<b>2.3 EXCAVATION</b>  <b>Frequency:</b> Each Lot	For pipe culverts, the width of trench at and below the level of the top of the pipe shall be such that the horizontal clearance from the outside of the pipe to the wall of the trench is within the limits Min 300mm and Max. 600mm	VicRoads Std Specs 701.14	<b>Method:</b> On-site Measurement  <b>Record:</b> Signed ITP & Drainage Checklist	WP  Project Engineer  Site Supervisor				

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.4 CULVERT BEDDING –</b> Bedding material shall be provided and placed for the full width of the trench or, where the culvert is to be placed without trenching, to a width 0.8 m greater than the overall width of the culvert  <b>Frequency:</b> Each Lot	The compacted thickness of bedding material following any shaping necessary shall be not less than: <ul style="list-style-type: none"> <li>• 100 mm where <math>D &lt; 1500</math> mm</li> <li>• 200 mm where <math>D \geq 1500</math> mm where D is the nominal pipe diameter or culvert width.</li> </ul>	VcRoads Std Specs 701.15	<b>Method:</b> Site Inspection  <b>Record:</b> Signed ITP	WP  Project Engineer  Site Supervisor				

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.5 PLACEMENT OF FILLING</b>  <b>Frequency:</b> Each lot as required	<p>(a) Unless the culvert is installed through an existing paved area, selected and ordinary backfill shall be placed as follows under, around, and above the culvert after the sections are bedded and compacted as specified in Clause 701.15.</p> <p>(l) Culvert Under Area not to be Paved</p> <p>The trench shall be backfilled with selected backfill material to a level 0.3 m above the top of the culvert and with ordinary backfill material above that level.</p>	VcRoads Std Specs 701.18	<b>Method:</b> Site Inspection  <b>Record:</b> Signed ITP	WP  Project Engineer  Site Supervisor				

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.6 INSPECTION OF DRAINAGE LINES BENEATH PAVEMENTS</b>  <b>Frequency:</b> Each lot as required	Unless approved otherwise by the Superintendent, all drainage lines constructed beneath pavements shall be inspected, after completion of earthworks to subgrade level and prior to construction of pavement layers, by an independent testing organisation using closed circuit television (CCTV). Reporting of the CCTV inspections shall be in accordance with WSA 05 2013 – Conduit Inspection Reporting Code of Australia, published by Water Services Association of Australia.	VcRoads Std Specs 701.28	<b>Method:</b> Visual inspection  <b>Record:</b> Signed ITP	HP  Project Engineer  <b>AP</b>  Clients Superintendent				



Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<b>2.7</b> Where required installation of Geofabric or Jute matting and beaching material in swale drains  <b>Frequency:</b> After installation of pipes, pits, end-walls and placement of asphalt wearing coarse	Rock used, should be an assortment of sizes where possible. The smallest rock size must be able to resist dislodgment in peak flows.  Rock shall be placed with a geo-textile liner.	NIL	<b>Method:</b> Visual inspection  <b>Record:</b> Signed ITP	IHP  Project Engineer/Site Supervisor				

### 3. Testing Requirement

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
<p><b>3.1 REQUIREMENTS FOR TESTING AND ACCEPTANCE OF COMPACTION AND MOISTURE CONTENT –</b> Bedding and backfill materials shall be placed and compacted in layers not exceeding 150 mm loose thickness.</p> <p><b>Frequency:</b> 3 per Lot</p> <p>(A lot shall consist of one layer of bedding or backfill for a culvert length between adjacent pits or endwalls)</p>	<p>(a) Bedding Bedding shall be compacted to refusal using hand held mechanical equipment. Bedding material which has a swell equal to or greater than 2.5% shall be maintained at a mean moisture ratio of 92% between the completion of rolling and the placement of the overlying layer. (b) Backfill (i) Material of Nominal Size 40 mm or Less After Compaction Backfill material which will have a nominal size after compaction of 40 mm or less shall be compacted to a mean value of density ratio of not less than 97%. Backfill material which has a swell equal to or greater than 2.5% shall be maintained at a mean moisture ratio of 92% between the completion of rolling and the placement of the overlying layer. (ii) Material of Nominal Size Greater than 40 mm After Compaction Backfill</p>	<p>Vicroads std sec 701.19</p>	<p><b>Method:</b> Lab Test</p> <p><b>Record:</b> Signed ITP</p>	<p>IHP</p> <p>SWA Project Manager</p>				

Task/Activity Description	Acceptance Criteria	Reference Documents	Inspection method & Record of conformity	Responsibility	Signature	Reports	Photos	Comments
	material which will have a nominal size after compaction greater than 40 mm shall be compacted using a grading, mixing, watering and rolling procedure. Backfill material which has a swell equal to or greater than 2.5% shall be maintained at a mean moisture ratio of 92% between the completion of rolling and the placement of the overlying layer.							

Photo and video

Final Inspection Comments

Project Team signature

-

Photo and video

Final Inspection Comments

Client Signature

-