| **Client** | | Wollongong City Council | | | **ITP CHECKLIST FOR:**  **Pre-Commencement** | **Work Area:** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract No. #** | |  | | | Site Establishment | |
| **Contract** | | West Dapto Road Upgrade (Stage 1) | | | ITC005 (ITP005) | |
| **Lot Details & No** | |  | | | **Underlying Lots:** | |
| Activity No.# | Description | | Requirements / Reference | Acceptance Criteria | | Inspection | Comments / Attachments |
| 1 | **Preparation Works** | | Project Safety Plan, Project Environment Plan | * All site personnel inducted, required SWMS completed and signed, Safety Plan approved * ERSED controls installed on site, air quality visually monitored for dust etc due to construction activities, Environment Plan approved * Contact DBYD and complete excavation permit, extent of works set out with survey pegs | |  |  |
| 2 | **Pre-start Documentation** | | Project Specific Specifications | * Submit the following as per the Project Specific Specification:   + All security required under the Contract   + Evidence of all insurance required to be effected and maintained   + Contract Program   + Work Health and Safety Management Plan   + Construction Environmental Management Plan   + Quality Management Plan   + Staging Plan   + Traffic and Pedestrian Management Plan   + Dilapidation Report | |  |  |
| 3 | **Site Compound Facility Details** | | Project Specific Specifications | * **HOLD POINT: Submission of site compound facilities details including location, arrangements and appearance** | |  | * **HOLD POINT: \_\_\_\_\_\_\_** |
| 4 | **Client Accommodation Details** | | Project Specific Specifications | * **HOLD POINT: Submission of Client accommodation details including location in relation to dust and noise generating activities, layout of compound, internal layout of buildings, furniture provided, security measures, program for its construction** | |  | * **HOLD POINT: \_\_\_\_\_\_\_** |
| 5 | **Environmental Management Plan** | | 0173 | * Submit the following as per WCC 0173:   + Environmental Management Plan (EMP) **(HP)** | |  | * **HOLD POINT: \_\_\_\_\_\_\_** |
| 6 | **Unexpected Finds** | | 0173 | * Submit the following as per WCC 0173:   + Details of any unexpected finds **(HP)** | |  | * **HP: \_\_\_** |
| 7 | **Non-Conforming Items** | | 0173 | * Submit the following as per WCC 0173:   + Details of any non-conforming items **(HP)** | |  | * **HP: \_\_\_** |
| 8 | **Removal or Rectification of Enviro. Issues** | | 0173 | * Submit the following as per WCC 0173:   + Invitation to witness completion of removal or rectification of environmental issues **(WP)** | |  | * **WP: \_\_\_** |
| 9 | **Submission of Control Plans** | | 0173 | * Submit the following items as per WCC 0173:   + Ground contamination control plan   + Air quality control plan   + Water quality control plan   + Noise and vibration control plan   + Flora and fauna control plan   + Cultural heritage management plan   + Weed management control plan   + Erosion and sediment control | |  |  |
| 10 | **Submit ESCP** | | 1102 | * **HOLD POINT: Submit ESCP as detailed in 1102** | |  | * **HP: \_\_\_\_\_** |
| 11 | **Submit embankment survey** | | 1102 | * **HOLD POINT: Submit a survey of embankments** | |  | * **HP: \_\_\_\_\_** |
| 12 | **Submit section plans** | | 1102 | * **HOLD POINT: Submit section plans** | |  | * **HP: \_\_\_\_\_** |
| 13 | **Initial install of sediment controls** | | 1102 | * Give inspection notice for:   + Initial installation of sediment controls **(HP)** | |  | * **HP: \_\_\_\_\_** |
| 14 | **Stockpile protection measures** | | 1102 | * Give inspection notice for:   + Stockpile protection measures in place **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 15 | **Site access and exit vehicle decontam.** | | 1102 | * Give inspection notice for:   + Access and exit areas – Decontamination of vehicles **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 16 | **Fencing and protection of areas** | | 1102 | * Give inspection notice for:   + Fencing and protection of areas **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 17 | **Construction and lining** | | 1102 | * Give inspection notice for:   + Construction and lining **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 18 | **Temporary sediment traps** | | 1102 | * Give inspection notice for:   + Temporary sediment traps and batter protection **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 19 | **Removal of temporary ERSED controls** | | 1102 | * Give inspection notice for:   + Removal of temporary erosion and sedimentation works **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 20 | **Completion of cleaning** | | 1102 | * Give inspection notice for:   + Completion of cleaning **(WP)** | |  | * **WP: \_\_\_\_\_** |
| 21 | **Inspection and Test Plans** | | Project Specific Specifications | * Submit ITPs two weeks before any work under construction | |  |  |
| 22 | **Protection of Surveyor Marks** | | 0136 | * Provide verification that all permanent survey marks have been identified * Preserve survey infrastructure as needed * **WITNESS POINT: Obtain approval and transfer permanent surveyor marks clear of operations** | |  | * **WITNESS POINT: \_\_\_\_\_\_\_** |
| 23 | **Digital Design Model Discrepancies** | | 0136 | * **WITNESS POINT: Check the digital design model and notify Client of discrepancies between the model and the drawings** | |  | * **WITNESS POINT: \_\_\_\_\_\_\_** |
| 24 | **Adjoining Property** | | 0136 | * Submit to owners and occupants of adjoining property written notice of intention to commence work and an outline description of the type and extent of works | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REVIEW** | | | | | | |
| Any non-conformances? | YES | NO | Nos: | Closed Out | YES | NO |
| All work has been satisfactorily completed | | | YES | | NO | |
| Name | | | Signature | | Date | |
| **QA ENGINEER / SPE / PE SIGN OFF** | | | | | | |
| Name | | | Signature | | Date | |