Pre - Construction ITP

Hayden Brett

Created Tue, 16 Jan 2024, 3:49 PM (UTC+11)

Project/ Site Name and Number Contract Number

Description of works

Note:

Based on the VicRoads contract speciﬁcation and must also be checked for each job against speciﬁc Hold Point to ensure acceptance criteria is correct.

* 1. **Pre-Construction Checklist**
  2. **Communication:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Community and emergency services |  |  |  |  |  |  |
|  | Emergency response plan |  |  |  |  |  |  |

* 1. **Approved Construction Documentation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | IFC  drawings (PDF,hardcop y)· |  |  |  |  |  |  |
|  | Digital (CAD) ﬁles (Surveyor) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Budget / Resource arrangement POs (incl. sub-contract agreements) |  |  |  |  |  |  |
|  | Quantities / Speciﬁcations |  |  |  |  |  |  |

* 1. **Dilapidation Report (records and photographs)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Residential (ie: structures, access/gate, letterbox, fence) |  |  |  |  |  |  |
| **Hold Point (HP)** | Business (ie: structures, access/fence/gate, signs/letterbox) |  |  |  |  |  |  |
| **Hold Point (HP)** | Agricultural (ie: access,  **livestock**, fence/gate) |  |  |  |  |  |  |

* 1. **Heritage / Cultural listed areas:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | “No Go Zone” |  |  |  |  |  |  |
| **Hold Point (HP)** | Tourist attraction |  |  |  |  |  |  |

* 1. **Protected Environment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Flora |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Fauna |  |  |  |  |  |  |
| **Hold Point (HP)** | Water bodies |  |  |  |  |  |  |

* 1. **Site Pre-start checklist, and supporting documents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Dial Before You Dig |  |  |  |  |  |  |
|  | Excavation Permit |  |  |  |  |  |  |
|  | Assess and arrange for Service location |  |  |  |  |  |  |

* 1. **Pre-Commencement Checklist**
  2. **Traﬃc Items**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | VMS boards |  |  |  |  |  |  |
|  | TGS/TMP, **MoA** |  |  |  |  |  |  |

* 1. **Site marks / references**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Limit of Works |  |  |  |  |  |  |
|  | Survey control point |  |  |  |  |  |  |

* 1. **Services, inspect/identify clash points:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Sewer, Water |  |  |  |  |  |  |
|  | Gas, Electricity |  |  |  |  |  |  |
|  | Telecommunication |  |  |  |  |  |  |
|  | Drainage (ie: council/shire, Other state authority) |  |  |  |  |  |  |
|  | Other-  specify: |  |  |  |  |  |  |

* 1. **Site-Traﬃc Risk Assessment, including:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | O/H and U/G services ﬂagged “No Go Zone” |  |  |  |  |  |  |
|  | ***Trees(s)*** marked and **approved** for trimming or **removal** |  |  |  |  |  |  |

* 1. **SWMSs reviewed:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Site-speciﬁc |  |  |  |  |  |  |
|  | Spotter required / arranged |  |  |  |  |  |  |

* 1. **Site Access (incl. VicRoads pre-commencement - meeting with superintendent)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Sight and Clearance Distances: |  |  |  |  |  |  |
|  | Stop-slow areas, **spotter**, slips, conﬁned space/work at height |  |  |  |  |  |  |
|  | Vehicle access to properties |  |  |  |  |  |  |
|  | Proximity to Services: **clearance requirements** |  |  |  |  |  |  |
|  | Proximity to Water: supply point, water- table/dam/river/coast/p ort |  |  |  |  |  |  |
|  | Site compound/Plant parking, material stockpile area,” dump- site” |  |  |  |  |  |  |

* 1. **Construction**
  2. **Vegetation Removal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Spotter, Traﬃc Control |  |  |  |  |  |  |
| **Hold Point (HP)** | Equipment, Access |  |  |  |  |  |  |
| **Hold Point (HP)** | Soil erosion / water contamination |  |  |  |  |  |  |

* 1. **Contaminated Materials**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Contaminated Materials |  |  |  |  |  |  |

* 1. **Traﬃc Items**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | External review: **Road Safety Audit** |  |  |  |  |  |  |
| **Hold Point (HP)** | Internal review: adjust hold-time (traﬃc lights / traﬃc controller), ﬂow- bias, identify peak-hour period(s) / public transport / rubbish collection |  |  |  |  |  |  |

* 1. **Trenching works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Review escape plan (routes) |  |  |  |  |  |  |
|  | Review ground / water conditions |  |  |  |  |  |  |
|  | Indentify Shoring / Benching requirements |  |  |  |  |  |  |

* 1. **Drainage Works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Assess surface-water impact – ﬂow-path / catchment / outlet |  |  |  |  |  |  |
|  | Surface drainage (swale drain) |  |  |  |  |  |  |
|  | Sub-surface drain pipe and aggregate (agricultural drains / “agi pipe”) |  |  |  |  |  |  |
|  | Review conﬁned space entry |  |  |  |  |  |  |
|  | Review lifting methods (load / equipment / plant / crane) |  |  |  |  |  |  |
|  | Levels |  |  |  |  |  |  |
|  | Pit covers / Grates |  |  |  |  |  |  |

* 1. **Structural Items**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Crown units / culvert |  |  |  |  |  |  |
| **Hold Point (HP)** | Retaining structure works |  |  |  |  |  |  |
| **Hold Point (HP)** | Bridge works |  |  |  |  |  |  |

* 1. **Concrete kerb works:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Alignment / level |  |  |  |  |  |  |
|  | proﬁle / ﬁnish |  |  |  |  |  |  |

* 1. **Concrete Works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | (in-situ & pre-cast) - Bedding material / blinding material |  |  |  |  |  |  |
| **Hold Point (HP)** | (in-situ) - Formwork, duct-work |  |  |  |  |  |  |
| **Hold Point (HP)** | (pre-cast) Alignment/dimensions |  |  |  |  |  |  |
| **Hold Point (HP)** | (in-situ) - Rebar layout |  |  |  |  |  |  |
| **Hold Point (HP)** | (in-situ) - Concrete mix  / Compaction / Placement method(s) |  |  |  |  |  |  |
| **Hold Point (HP)** | (pre-cast) - Lift points / placement method |  |  |  |  |  |  |
| **Hold Point (HP)** | (in-situ & precast) - Pre-stress works (where applicable) |  |  |  |  |  |  |
| **Hold Point (HP)** | (in-situ & pre- cast) Finish |  |  |  |  |  |  |

* 1. **Unsuitable sub-grade / sub-base / Stabilisation treatment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Require in-situ testing / laboratory report (where required) |  |  |  |  |  |  |
| **Hold Point (HP)** | Material dockets (ie: Lime / Cement) |  |  |  |  |  |  |
| **Hold Point (HP)** | Density results |  |  |  |  |  |  |
| **Hold Point (HP)** | Proof-roll |  |  |  |  |  |  |

* 1. **Pavement Works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Density results |  |  |  |  |  |  |
| **Hold Point (HP)** | Proof-roll / Test Rolling |  |  |  |  |  |  |
| **Hold Point (HP)** | Dryback results (NB: required prior to sealing works) |  |  |  |  |  |  |
| **Hold Point (HP)** | Ball Penetration Test |  |  |  |  |  |  |

* 1. **Utility Services, Traﬃc / Public lights**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Level & Location (ie: clearance requirement) |  |  |  |  |  |  |
|  | Approved equipment for installation |  |  |  |  |  |  |
|  | Pit and conduit (ie: clearance requirement) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | ***Audits by relevant authority / hand-over procedure*** |  |  |  |  |  |  |

* 1. **Pavement Surface Works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Seal (ie: suitable material, spray-sheet details) |  |  |  |  |  |  |
| **Hold Point (HP)** | Asphalt (ie: material dockets) |  |  |  |  |  |  |

* 1. **Landscape**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Seed / Grass |  |  |  |  |  |  |
|  | Hydro-seed / Hydro- mulch |  |  |  |  |  |  |
|  | Street furniture |  |  |  |  |  |  |
|  | Maintenance arrangement / period: 3  / 6 / 12 / 18 / 24 months |  |  |  |  |  |  |

* 1. **Practical Completion**
  2. **Road Fixtures**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Linemarking & RRPMs |  |  |  |  |  |  |
| **Hold Point (HP)** | Signs |  |  |  |  |  |  |
| **Hold Point (HP)** | Guide posts |  |  |  |  |  |  |

* 1. **Safety Barrier Works**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Guardrail |  |  |  |  |  |  |
| **Hold Point (HP)** | Wire-rope |  |  |  |  |  |  |
| **Hold Point (HP)** | Motorcycle-safe ﬁxtures |  |  |  |  |  |  |

* 1. **Fences and Gates**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
|  | Fences and Gates |  |  |  |  |  |  |

* 1. **Quality Ride Test**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Quality Ride Test |  |  |  |  |  |  |

* 1. **End-of-Defects liability period (EDLP): 3 / 6 / 12 / 18 / 24 months**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Linemarking & RRPMs |  |  |  |  |  |  |
| **Hold Point (HP)** | Signs, guide posts |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **External Refrence** | **Activity / Description** | **Yes/No/NA** | **Date** | **Signature** | **Comments** | **Attachments** | **Photos/Video reference** |
| **Hold Point (HP)** | Seal / Asphalt surface |  |  |  |  |  |  |
| **Hold Point (HP)** | Landscape (where applicable) |  |  |  |  |  |  |

Final Comments - :

Project Team Signature -

Final Comments - :

SPM Approval Signature -