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| Lot No: | Lot Details: | Lot size/Quantity: | Date: |

| **Item**  **No.** | **Task/Activity Description** | **Inspection/Test** | | | | | **HP/ WP/ AP/ IP/ TP/ SCP** | **Responsibility** | **Checked by:** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Frequency** | **Acceptance Criteria** | **Reference Documents** | **Inspection/ Test Method** | **Record of conformity** | **N/A** | | | **Fulton Hogan** | **Date** |
| **1.0** | Preliminary Activities | | | | | | | | | | | | |
| 1.1 | Inspection and Test Plan | Prior to commencing works | **Hold Point**  The Contractor must submit an Inspection and Test Plan to the Principal’s Representative for review, outlining the tests, frequencies of tests, certifications and Hold Points |  | Verify | This ITP signed | **HP** | Project Engineer/ Principal’s Representative | | |  |  |  |
| 1.2 | Current Drawings being utilised | Prior to commencing works | Current revision drawing is being used including the subcontractors copy.  Current Revision to be obtained via Aconex | Aconex | Visual Inspection | This ITP signed | IP | Project Engineer | | |  |  |  |
| 1.3 | Survey | Prior to commencing works | Area has been surveyed, highlighting any areas where excavations should not occur (e.g. exclusion zone) | Drawings  Permits | Visual Inspection | This ITP signed | IP | Project Engineer | | |  |  |  |
| 1.4 | Native grass | Prior to commencing works | APAM to confirm native grass permit.  Surveyor to mark out the native grass area and place bollards/fencing along the boundary. | EMP  Native grass ITP No.29 | Visual Inspection | This ITP signed | HP\* | Project Engineer | | |  |  |  |
| 1.5 | Implementation of all measures and controls | Prior to works | All necessary measures and controls are being implemented, that is: PSP, EMP, TMP, SWMS and WP | PSP, EMP, TMP, SWMS, WP | Visual Inspection | This ITP signed | HP\* | Project Engineer | | |  |  |  |
| 1.6 | APAM permits | Prior to commencing works | Excavation permit and if working near HV electrical. An Electricity supply Isolation form and cabling permit has been issued from Melbourne Airport  Fulton Hogan Excavation permit issued to plant operators prior to excavation works | Excavation permit | Approved permits | This ITP signed | HP\* | Project Engineer | | |  |  |  |
| 1.7 | Maintenance of Pavements | Prior to Commencing Works | **Hold Point**  Prior to the use of any existing roads within the airport boundary and site access roads, the contractor shall carry out a site inspection and provide a dilapidation report. | Aconex | Verify | This ITP signed | **HP** | Project Engineer/ Principal’s Representative | | |  |  |  |
| 1.8 | Drainage of Earthworks | Prior to Commencing Works | Fulton Hogan to submit dewatering plan for each area of the works prior to carrying out any excavations for pavement design subgrade level.  As safely practical the contractor must keep all earthworks free from standing water and must provide sufficient pumps at low points and other special dewatering equipment for the disposal of all water encountered in the excavations. Including the installation of any design or temporary drainage works to allow for preparedness of pavement construction. |  | Verify | This ITP signed | HP\* | Project Engineer | | |  |  |  |
| 1.9 | Plant and Equipment | Prior to Commencing Works | Plant and Equipment used in the works are appropriate to achieve specifications requirements. All plant inducted and inspected as per Fulton Hogan’s plant safety guidelines. |  | Visual Inspection | This ITP signed | HP\* | Project Engineer | | |  |  |  |
| **2.0** | Stripping/Excavation to Subgrade | | | | | | | | | | | | |
| 2.1 | Site Preparation | Each lot | All excavation and filling will be free draining to low points clear of the Works at all times;  Sufficient pumps, well-points or other equipment for work area de-watered during the works shall be provided where required.  Existing drainage lines and water mains found to be traversing the site must be removed as shown on drawings.  Contractor must provide temporary pollution control devices or ponds in existing drainage systems and receiving waters. |  | Visual Inspection | This signed ITP | IP | Project Engineer | |  | |  |  |
| 2.2 | Dust control | Each Lot | Prevention of dust during earthworks and subgrade preparation (Water Cart, tarps etc.);  Truck mounted water sprayer keeping dust moist to allow for reliable operation 24 hours per day. |  | Visual Inspection | This signed ITP | IP | Project Engineer | |  | |  |  |
| 2.3 | Excavation | Each Lot | Contractor shall excavate every type of material encountered within the limit of earthworks to the lines and levels indicated on the drawings.  Where over-excavation occurs or filling is required the area must be filled with Class 3/4 crushed rock or profiling’s.  All materials removed from excavations are to be classified by the contractor as topsoil, fill, concrete (for recycling) or unsuitable material. |  | Inspection Point | This signed ITP | IP | Project Engineer | |  | |  |  |
| 2.4 | Test Rolling | Each Individual Location | Areas upon which fills are to be constructed, all layers of fill, and material within 150 mm of the cut floor level in cuts, shall be test rolled. |  | Visual Inspection | This ITP signed | **WP/HP\*** | Project Engineer/ Principal’s Representative | |  | |  |  |

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| **Final Inspection**  On behalf of Fulton Hogan it is hereby certified that the Works represented by the items of work listed have been tested in accordance with the Project Quality Plan and conform in all respects with the requirements of the Contract.  **Print Name: Position: Signature: Date: / /** |

**Legend:**

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| **HP** | Hold Point | Work shall not proceed past the HP until released by the Principal’s Representative | **IP** | Inspection point | Formal Inspection to be done and recorded |
| **HP\*** | Fulton Hogan Hold Point | Work shall not proceed past the HP\* until released by Fulton Hogan | **TP** | Test Point | Product compliance test to be undertaken and recorded/reported |
| **WP** | Witness Point | An inspection which must be witnessed by the Principal’s Representative | **SCP** | Survey conformance point | A qualified surveyor to check product/section/structure and report |
| **AP** | Approval Point | Written or verbal approval given by the Principal’s Representative |  |  | |

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| **Notes** |  |  |