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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**  Project Engineer  Superintendent  Surveyor  Foreman | **Checked by:** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Frequency** | **Acceptance Criteria** | **Reference Documents** | **Inspection/ Test Method** | **Record of conformity** | **Client** | | **Fulton Hogan** | | **GHD** | | **Date** | |
| **1** | **Work and Site Arrangements** | | | | | | | | | | | | | | | | |
| 1.1 | Dilapidation and Survey Report | Not less than 2 weeks prior the commencement of the demolition | Dilapidation Report for all existing roads and tracks and any other areas utilised by the Contractor for the construction of the Works proposed for use by the Contractor in execution of the Works prior to commencement of physical works on site | Vol1: 1211-1 & 1211-2 HP | Check | Submission of Dilapidation Report | | HP | Project Manager / Quality Engineer | |  | |  | |  | |  |
| 1.2 | Site Establishment Methodology Statement | Not more than three weeks after the award of the Contract | The Contractor must submit a methodology statement describing all activities required for site establishment to the Contract Administrator for approval | Vol1: 1220-1 HP | Check | Submission of Site Establishment Methodology Statement | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.3 | Water Supply | Monthly | The Contractor is responsible for installation (and removal) of the metered water supply point, the supply of the meter and arranging for the reading of the meter, and submission of the readings, monthly. The Contractor must arrange for the Contract Administrator to be present for the initial and final readings. | Vol1: 1222-1 HP | Check | Picture or formal notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.4 | Plant, Equipment and Tools | Prior to bringing any on to the site | List of each item of plant, equipment and tools to be used in the Works including type, maker, details of general configuration, weight, maximum wheel load, tyre pressure and maximum height | Vol1: 1227-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.5 | Removal and Rehabilitation | Not less than 1 week prior to commencing removal | When the Contractor's compound is no longer required for the Works being constructed under the Contract, the Contractor must remove from the compound area all sacrificial crushed rock layers and geotextile liners from the Contractor's compound. | Vol1: 1220-2 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.6 | Stockpiles | Prior to commencing asphalt works | Details of the location of proposed stockpile sites specifying the maximum dimensions (including height) of the proposed stockpile, material(s) to be stockpiled, proposed separation of stockpiles and methods of management of material(s) to be stockpiled | Vol1: 1230-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.7 | Cold Planned Asphalt Stockpiles | Prior to commencing asphalt works | The location of a temporary stockpile of cold planed asphalt must be proposed by the Contractor and approved by the Contract Administrator. | Vol1: 1230-2 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 1.8 | Rehabilitation of stockpile sites | Conclusion of works | At the conclusion of the Works, the Contractor must dispose of surplus stockpiled material off-site and return the stockpile area to a condition similar to that which it was found, including regrading, replacement of topsoil and establishing grass to the satisfaction of the Contract Administrator. | Vol1: 1230-3 HP | Check | Notification | | WP | Quality Engineer | |  | |  | |  | |  |
| **2** | **Quality Assurance and Environmental Management** | | | | | | | | | | | | | | | | |
| 2.1 | Appointment of Project Quality Representative | Prior to commencement of works | Submission of Details and credentials of Project Quality Representative | Vol1: 1303-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 2.2 | Project Quality Plan | Prior to commencement of works | Submission of Draft and final Project Quality Plan | Vol1: 1304-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 2.3 | Changes to the Quality System | Within 24 hours of implementing the change | Changes to the Quality System may be made by the Contractor at any time. Such changes must comply with the requirements of the specification and must be subject to the prior written approval by the Contract Administrator. | Vol1: 1305-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 2.4 | CEMP | Before the commencement of work | The Contractor must submit and finalise a Construction Environmental Management Plan (CEMP) in accordance with the requirements of the Contract. | Vol1: 1404-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 2.5 | Continuation of Works | within five (5) working days after receipt of a notice for non-compliance. | Submission of a written report to the Contract Administrator describing corrective actions required as a result of a non-compliance with the CEMP within five (5) working days after receipt of a notice for non-compliance. | Vol1: 1408-1 HP | Check | Notification | | HP | Quality Engineer | |  | |  | |  | |  |
| 2.6 | Lot Closure | Each Lot | Lot conforms to all required Technical Specifications. Any NCR's actioned and closed out and no further actions are required. | Vol 1: 1300 | Verify | ITP Sign Off | | IP | Quality Engineer | |  | |  | |  | |  |

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| **Final Inspection** The signature below verifies that this ITP has been completed in accordance with the Fulton Hogan’s Quality system Procedures and verifies lot compliance with specifications.  **Print Name: Position: Signature: Date: / / .** |

**Legend:**

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| **HP** | Hold Point | Work shall not proceed past the HP until released by the Superintendent | **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 Superintendent | **SCP** | Survey conformance point | A qualified surveyor to check product/section/structure and report |
| **AP** | Approval Point | Written or verbal approval given by the Superintendent |  |  | |

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| **Notes** |  |  |  |  |