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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Abbreviations** | | | | | | | |
| Third Party | TP | RSA Contractors | RSA | Nominated Project Personnel | NPP | Principle Contractor | PC |
| Surveyor | SUR | RPEQ | RPEQ | Supervisor | SUP | Inspect | INS |
| Test | TST | Project Engineer | PE | Witness Point | WP | Hold Point | HP |
| Visual | VIS | Check | CHK | Written | WRI | Monitor | M |
| Milestone | MST | Review | R |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **Inspection and Test Plan Details** | | | | | | | **Contractor** | | | **Client** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Inspection Activity** | **Work By** | **Standard / Spec** | **Criteria** | **Frequency** | **Record** | **Resp** | **Type** | **Signoff** | **Resp** | **Type** | **Signoff** |
| 01 | Survey Set Out | Contractor | Technical Specification | The contractor shall be responsible for engaging a licensed surveyor of Australia approved by the Superintendent to set out all works in accordance with the design drawings prior to the commencement of the works | Prior to commencement | ITP Verification Checklist/Site Survey | RSA | WP |  | Senex | WP |  |
| 02 | Lot Identification | Contractor | Technical Specification | Location of works identified in accordance with the Project Technical Specifications. | 1/Lot | Attached Drawing | RSA | CHK |  | Senex | CHK |  |
| 03 | Topsoil Stripping | Contractor | Technical Specification | Topsoil shall be stripped such that all organic rich soil and roots/rootlets has been removed from the foundation of the embankment and internal borrow areas  Topsoil shall be stripped to the depth(s) 200mm indicated on BOQ. Any areas with depth greater than 200mm should be notified to the superintendent. | Confirm with survey | ITP Verification Checklist/Site Survey | RSA | HP |  | Senex | HP |  |
| 04 | Stockpile of Materials | Contractor | Technical Specification | Stripped topsoil shall be stockpiled where directed by the Superintendent, for reuse.  Topsoil is to be placed in a loose, non-compacted state, to a maximum height  of 3 metres | 1/lot | ITP Verification Checklist/ Lot Map | RSA | HP |  | Senex | HP |  |
| 05 | Survey after topsoil removal | Contractor | Technical Specification | As-constructed survey has been completed to record the surface levels on completion of topsoil stripping.  The Contractor shall submit results of each survey to the superintendent within 48hours of undertaking the Survey. | As required | ITP Verification Checklist/Lot Map | RSA | HP |  | Senex | HP |  |

**Built in accordance with this document:** Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Test results received. Lot conforms to Specification:** Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

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