| **WORK AREA:**  **Gillingham Road** | **CONTRACT NAME:**  **CON23041 Gillingham Road Bridge Replacement** | **DESCRIPTION OF ACTIVITY:**  **Establishment and Initial Set Out** | **Rev** | **Originator** | **Date** | **Approved** | **Date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **0** | **Akash Nada** | **02/04/2025** | **Gerrie vd Linde** |  |
| **ITP No: 001** | **1** |  |  |  |  |
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| **Item No.** | **Item** | **Activity TASK** | **Acceptance Criteria** | **FREQUENCY** | **CERTIFYING DOCUMENTATION, RECORD OR CHECKSHEET** | **VERIFICATION SIGN OFFS** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INTERNAL VERIFICATION AUTHORITY OR RESPONSIBILITY** | **CRITICAL HOLD POINT**  **AUTHORITY** |
| **1** | **Award of contract** | Award of contract | Letter of Award | Prior to Project Commencement | Letter of Award | R | R |
| **2** | **Management Plan** | Project Commencement | Submission to engineer to the contract | Pre-Construction Phase | SSSP, EMP, QCP, TMP, JSA | P | R |
| **3** | **Insurance** | Project Commencement | Current Certification | Pre-Construction Phase | Current Certification | P | R |
| **4** | **Bond** | Project Commencement | Current Certification | Prior to First Progress Claim | Current Certification | P | R |
| **5** | **Programme of Works** | Project Commencement | Detailing weekly scheduled tasks, milestones and hold points | Pre-Construction Phase and Updated Prior to the Regular Progress Meetings | Preferably in Gantt Chart Format | P | R |
| **6** | **Dilapidation Survey** | Project Commencement | Photos and description of scope of work prior to commencement of physical works. | Pre-Construction Phase | Existing Condition Photos Report | P | R |
| **7** | **Notification to Residents** | Project Commencement, Notification | Letter to be distributed to affected residents | Prior to Commencement of Work. | Letter to residents | P | R |
| **8** | **Information Sign Boards** | Project Commencement, Notification – Sign Boards to be supplied and installed | As per WDCEES | Pre-construction Phase | Photos | **P** | **R** |
| **9** | **Temporary Works Design** | Design and construction of any Temporary Works required, | As per WDC Condition of Contract Clause 5.1.3 pg. no. 71 (69) | Prior to any required Temporary Work | Design calculation, Drawings, Specifications | **R** | **H** |
| **10** | **Initial Survey Setting out** | Setting out of all Contract Works including offset pegs (if required). | As per approved drawings and design model - WDC Condition of Contract section 15 pg. no. 114(111) | Prior to any contract works construction | Registered Surveyor to undertake, as per engineer’s approval | **P** | **H** |
| **11** | **Notification of Hazard** | Notifying WorkSafe of all notifiable construction work | Notification to Work safe | Prior to commencement of work or hazardous work – 24 hours in advance | Copy of Notification to work safe | **P** | **R** |
| **11.1** |  | Working around overhead lines | Notify NorthPower Prior to works starting | Update close approach every month | Close approach permits and Standover | **P** | **R** |
| **11.2** |  | Working around GAS line | Notify First GAS | Update close approach as required | Close approach permits and standover | **P** | **R** |
| **12** | **B4UDig** | Submit B4UDig Notification | B4UDig Submission confirmation – Mark out – Close Approach Permits | Prior to commencement of works | B4UDig Plans and sequence numbers – Mark out – Close Approach Permits | **P** | **R** |
| **13** | **Environmental Controls** | Environmental Controls in Place | Environmental Controls in place as per EMP/CEMP | Prior to commencement of works | CEMP, Photos | **P** | **W** |
| **14** | **Temporary Works** | Set up of temporary work provisions such as:  - Shoring Protection  - Temporary Access provisions  - Dewatering | Temporary work provisions in place as per relevant approved SWMS or JSA prior to commencement of works | As Required | Relevant WMS, SWMS or JSEA | **P** | **W** |
| **15** | **Stockpile Location** | Agree Stockpile Locations with Engineer | Suitable stockpile locations reviewed and agreed with Engineer | Prior to Earthwork | As per Engineer’s acceptance | **P** | **H** |
| **16** | **Dewatering** | Controlling water in trenches or Pumping water from trench | Submit Method Statement, install temp pond, manage clean discharge, as per T-WES 00011 – Earthworks, Reinstatement and Dewatering | Prior to Earthworks | Method Statement Acceptance | **P** | **H** |
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# INSPECTION & TEST PLAN (ITP)

The ITP defines the required inspections during various stages of fabrication, construction and installation work. It is also a method of communicating these requirements to those doing the work and a verifying record that they have been carried out.

The ITP defines 2 different levels of inspection according to the following criteria:

* **Internal Verification:** This inspection or verification activity is required internally by United Civil. A Designated Internal Authority- Project Manager, Supervisor, Foreman or other authorised person is determined for the given inspection point or verification activity. Where a signature required verification is notified by signing the designated check sheet.
* **Critical Hold Points:** These are ONLY inspections required by the contract. It requires the Foreman/ Supervisor or Subcontractors Representative to notify the United Civil Project Manager that the hold point stage of inspection has been reached. Fabrication shall not proceed past this point unless the inspection has been carried out or approval to proceed is given in writing & signed by the Engineer’s Representative.

The Engineer’s Representative shall sign the Check sheet.

A Contract Hold Point is a contractual requirement. Where the Engineer’s Rep has not signed or for whatever reason cannot sign the Hold Point off the Project Manager must signify verification by the Engineer by other means such email sign off or other formal correspondence and note as such on the ITP.