| SECTION 3 – Receiving Inspections | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Activity/ Task Description** | **Inspection Point: Quality Control Activity** | **Acceptance Criteria** | **Verifying Document** | **Inspection/ Test** | | **Inspection Point/ Signature & Date** | | | |
| **Key** | **By** | **Vic Civil Signature** | **Client Signature** | **Date** | **Comments** |
|  | **ELEMENT IDNETIFICATION** |  | | | | | | | | |
|  | **Survey / Set out** | Levels confirmed on site | Set out in accordance with design drawings or site conditions | Visual Inspection / On Site Verification | **I** | **IP** |  |  |  |  |

| SECTION 4 – IN-PROCESS INSpections | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Activity/ Task Description** | **Inspection Point: Quality Control Activity** | **Acceptance Criteria** | **Verifying Document** | **Inspection/ Test** | | **Inspection Point/ Signature & Date** | | | |
| **Key** | **By** | **Vic Civil Signature** | **Client Signature** | **Date** | **Document Reference** |
|  | **Preparation of Subgrade/Rock Preparation** | Subgrade meets design requirements. FCR placed to specified thickness and compacted | No soft spots. Rock layer conforms to required thickness. | Visual Inspection. Geotech test if required. | **W** | **IP** |  |  |  |  |
|  | **Steel Formwork (if required)** | Installation of Bondek, to suit stair design | Bondek installed as per drawings | Visual Inspection | **H** | **PE** |  |  |  |  |
|  | **Timber Formwork** | Installation of stair nosing rebates, correct step heights and widths | Formwork confirmed with drawings | Visual Inspection | **W** | **IP** |  |  |  |  |
|  | **Steel Reinforcement** | Installation of steel mesh and or steel bar reinforcement as per drawings | Reinforcement installed as required | Visual Inspection | **H** | **IP** |  |  |  |  |
|  | **Concrete Pour** | Concrete is poured to required levels and strength | Strength and finish requirement met | Visual inspection only  Strength Test | **I** | **IP** |  |  |  |  |
|  | **Stair edging or surface treatments** | Stair treatments installed as required. (stair nosing’s, edge treatments, etc.) | Confirmed with requirements in drawings | Visual inspection | **I** | **IP** |  |  |  |  |
| SECTION 5 – final inspection and handover | | | | | | | | | | |
| **Item No.** | **Activity/ Task Description** | **Inspection Point: Quality Control Activity** | **Acceptance Criteria** | **Verifying Document** | **Inspection/ Test** | | **Inspection Point/ Signature & Date** | | | |
| **Key** | **By** | **Vic Civil Signature** | **Client Signature** | **Date** | **Comments** |
| 5.1 | **Completions** | Inspection of works | Works completed to the client requirements | This document | **H** | **PE** |  |  |  |  |
| SECTION 6 – Comments | | | | | | | | | | |
|  | | | | | | | | | | |