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| ITP Name: <ITP NAME> | **Spec: <SPEC NAME and Revision>** | Doc. No. | <JobNumber>-ITP-001 |
| ITP Version : 01 |

| Lot Number: | | <Job Number>-001/ | | | Site Name: | | | <Site Name> | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ITEM | ACTIVITY | REFERENCESpec Method | | ACCEPTANCE CRITERIA | ACCEPTANCE BY | | | RECORDS / COMMENTS | SIGN / DATE COMPLETED |
| SPEC | METHOD | DG | Client | Other |
| In work sequence | Specification, standard or regulation | | See key on final page | | | Identify relevant records - Add notes to assist. | Responsible person as nominated |
| **Preliminaries** | | | | | | | | | |
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| **Material Conformance** | | | | | | | | | |
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| **Placing of Concrete** | | | | | | | | | |
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| **Curing and Protection** | | | | | | | | | |
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|  | Non-conformances (NCR’s) |  | | NCR’s raised for every nonconforming product or process and recorded in NCR Register. | PQ |  |  | Signature NCR Register |  |
|  | ITP Complete / Lot Closed-Out |  | | All verifying records are submitted to the Superintendent and all NCR’s are closed out. | PQ |  |  | Sign off and keep copy in QA files |  |

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| KEY | HP | Hold point |  | PQ | Project QA/Manager |
| WP | Witness point |  | SS | Site Supervisor |
|  | S | Surveillance |  | GT | Geotech |
|  | T | Test |  | DS | Daracon Survey |
|  | A/R | Approval and release |  | RMS | Roads & Maritime Services |

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| --- | --- | --- |
| Prepared by: XXXX | Authorised for use: XXXX | Date: XXXX |