

Bulk Earthworks and Site Cut-Fill Inspection and Test Plan Template

Reusable baseline for clearing/stripping interfaces, bulk excavation, site-won cut/fill movements, formation preparation and bulk closeout. Selected engineered fill placement/conditioning/compaction/testing is covered by the separate Selected Engineered Fill package. Excludes structural excavations, deep foundations, contaminated-land remediation, blasting, ground improvement, trench utility backfill and pavement-specific acceptance unless expressly included.

Project	[Enter project / state / parties]
Package	bulk-earthworks
Document / revision	[Enter controlled number and revision]
Issue purpose	For review - proposed editable baseline
Boundary	Complete against project documents; remove out-of-scope activities.

Read before use

- This is a reusable proposed baseline, not an approved project plan or completed inspection record.
- Enter actual acceptance criteria, source revisions/locators, lot basis, frequency, roles and contractual control points from the project. No numeric limit, test result, qualification, signature or client release has been supplied.
- Confirm scope and remove or mark conditional rows that do not apply. Resolve missing or conflicting decisions with the assigned project authority.
- Complete the matching blank Record Prompts only when actual work occurs; retain source certificates and original specialist reports.

Project inputs to resolve

Project jurisdiction / authority context: [Enter project source / decision] State or territory and any authority or contract scope that governs the work.

Approved civil / services drawings and revisions: [Enter project source / decision] Identify controlled plans, sections, set-out details, levels and applicable drawing items.

Project earthworks specification and adopted standards: [Enter project source / decision] Identify contract clauses, adopted editions, annexures and precedence.

Geotechnical design basis and disposition roles: [Enter project source / decision] Identify the report, design zones and who provides any specified founding or changed-ground disposition.

Material source, classification and use schedule: [Enter project source / decision] Identify approved source, permitted use and project material criteria; do not infer a class.

Project testing, lotting and reporting plan: [Enter project source / decision] Enter nominated methods, test locations, lot definition, rate, acceptance and laboratory role.

Survey control, geometry and closeout requirements: [Enter project source / decision] Identify control, design geometry, tolerances, as-built format and responsible survey role.

Service clearance and permit process: [Enter project source / decision] Identify current service information, locating, protection and permit requirements.

Service and work-package interfaces: [Enter project source / decision] Identify exact trench, building, pavement or service boundaries and owner handover/testing responsibilities.

Performing, reviewing and contractual release roles: [Enter project source / decision] Identify assigned roles, notice period, evidence, and contractual Hold/Witness or release conditions.

Project records and handover requirements: [Enter project source / decision] Identify required registers, reports, photos, dispositions and handover submission.

Inspection and Test Plan

Proposed baseline. Replace prompts with controlled project criteria and references before project review.

BEW-01 • Scope, design basis and work-front release

Inspection / test	Confirm the defined bulk cut/fill limits, interfaces, material destinations, geotechnical basis and document revisions before disturbing ground.
Method	Review contract scope, drawing register, geotechnical report, earthworks method, service/permit information and material-use plan; record unresolved conflicts for assigned decision.
Acceptance condition	Work limits and governing inputs are identifiable by revision; every material stream has a nominated destination/use or a recorded hold for project disposition. [Enter Approved civil / services drawings and revisions] [Enter Geotechnical design basis and disposition roles] [Enter Material source, classification and use schedule] [Enter Project earthworks specification and adopted standards]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Before mobilisation and when controlled scope or design documents change.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Bulk earthworks readiness register
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-02 • Survey control and bulk set-out

Inspection / test	Check control marks and set-out for clearing, stripping, cut limits, fill extents and interfaces.
Method	Compare surveyor's set-out record and visible marks with approved plans and project survey control; note datum and drawing items.
Acceptance condition	Set-out is traceable to approved coordinates/levels and current control; discrepancies or disturbed control are resolved before affected work. [Enter Survey control, geometry and closeout requirements]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Before each new work zone and after disturbance or design change.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Bulk set-out check
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-03 · Clearance, stripping and topsoil segregation

Inspection / test	Verify required clearances and confirm stripping limits and segregation of material intended for reuse.
Method	Review permits and service marks; observe clearing limits and compare stripped material handling with the project environmental and reuse plan.
Acceptance condition	Clearance is current for the work front; disturbance stays within approved limits; reusable topsoil and other materials are identified and kept separate as specified. [Enter Service clearance and permit process] [Enter Material source, classification and use schedule] [Enter Project earthworks specification and adopted standards]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Before ground penetration; inspect each stripping area before bulk excavation or stockpiling.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Clearance and stripping record
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-04 • Bulk excavation and cut to design formation

Inspection / test	Check cut limits, exposed conditions, water management and progressive excavation geometry.
Method	Observe excavation against drawings and approved method; record changed ground, unexpected services, water or instability for the assigned project disposition.
Acceptance condition	Excavation stays within the approved footprint and documented geometry; unexpected conditions and departures receive written disposition before covering or building on them. [Enter Approved civil / services drawings and revisions] [Enter Geotechnical design basis and disposition roles] [Enter Survey control, geometry and closeout requirements]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	As each excavation area or material condition is exposed, before concealment or dependent work.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Bulk excavation observation
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-05 • Unsuitable or unexpected ground disposition

Inspection / test	Identify material or ground conditions that do not match the documented design/material basis and trace the decision before removal or reuse.
Method	Mark the affected location and volume/extent where directed; notify the assigned geotechnical/design role and record written classification, treatment or destination instruction.
Acceptance condition	Affected material is segregated pending written project disposition; removal, treatment or reuse follows that instruction and is traceable to location and quantity basis. [Enter Geotechnical design basis and disposition roles] [Enter Material source, classification and use schedule] [Enter Project records and handover requirements]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Whenever changed or potentially unsuitable conditions are exposed and before the affected material is reused or concealed.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Changed-ground / material disposition register
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-06 • Cut/fill material movement and stockpile control

Inspection / test	Trace excavated material to the approved reuse area, stockpile or disposal destination and keep distinct streams identifiable.
Method	Review load/shift records and observe stockpile or placement identification against the approved material-use plan and environmental controls.
Acceptance condition	Material identity and destination remain traceable; material is not transferred into a different use zone without project approval; stockpiles are managed to the project requirements. [Enter Material source, classification and use schedule] [Enter Project earthworks specification and adopted standards]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	For each identified material stream, stockpile establishment and change of destination.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Earthworks material movement register
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-07 • Cut/fill interface and transition preparation

Inspection / test	Inspect interfaces where excavation transitions to fill or where the project identifies a treatment detail.
Method	Compare the exposed interface and preparation record with the approved detail and geotechnical instruction; identify location and evidence before the next layer.
Acceptance condition	Interface treatment matches the specific drawing/detail or written disposition; unresolved soft spots, steps or changed conditions remain open until disposition. [Enter Approved civil / services drawings and revisions] [Enter Geotechnical design basis and disposition roles]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At each designed or instructed transition before it is covered by subsequent work.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Cut/fill interface record
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-08 · Bulk formation trim, drainage and protection

Inspection / test	Check completed bulk formation shape, surface condition, drainage and protection before handover to the next trade.
Method	Walk the defined area; compare visible geometry and surface/drainage arrangements with project drawings and inspect for damage or water accumulation.
Acceptance condition	Formation matches the nominated project detail and documented tolerances; damage or water effects are recorded and corrected by an approved disposition before handover. [Enter Approved civil / services drawings and revisions] [Enter Survey control, geometry and closeout requirements] [Enter Project earthworks specification and adopted standards]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Each completed formation area at handover and after damage or remedial work.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Formation inspection and handover record
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

BEW-09 · As-built survey and bulk earthworks closeout

Inspection / test	Reconcile completed extents and levels with required as-built evidence, open dispositions and handover records.
Method	Review survey files, material movement/disposition records, field observations, approved rework evidence and outstanding items against the project closeout list.
Acceptance condition	Required records identify the completed zone and current revision; specified survey deliverables are submitted; open departures have a documented owner and disposition. [Enter Survey control, geometry and closeout requirements] [Enter Project records and handover requirements]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At completion of each bulk earthworks zone before closeout or dependent handover.
Responsibility	Proposed: assigned earthworks supervisor / quality role performs and records; project-assigned reviewer acts only within documented authority. Confirm project roles: [Enter Performing, reviewing and contractual release roles].
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Bulk earthworks closeout index
Applicability / remarks	Include only for work shown in this package scope. Proposed baseline. Confirm applicability and replace with controlled project requirement.

Blank matching record prompts

Complete the actual date, observation, result and responsible roles during the work. Blank cells are intentional; this template contains no completed inspection or approval.

BEW-01 • Scope, design basis and work-front release

Field	Actual entry / evidence
Work zone / chainage	
Drawing / spec / report revisions	
Open conflict / decision reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-02 • Survey control and bulk set-out

Field	Actual entry / evidence
Area / chainage	
Control mark / datum	
Design level / drawing locator	
Set-out record reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-03 • Clearance, stripping and topsoil segregation

Field	Actual entry / evidence
Permit / service clearance ref.	
Area / drawing item	
Stripped material / destination	
Stockpile ID / photo ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-04 • Bulk excavation and cut to design formation

Field	Actual entry / evidence
Area / chainage	
Cut level / drawing reference	
Observed material / water / anomaly	
Instruction / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-05 • Unsuitable or unexpected ground disposition

Field	Actual entry / evidence
Location / limits	
Observed condition	
Written disposition ref.	
Approved treatment / destination	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-06 • Cut/fill material movement and stockpile control

Field	Actual entry / evidence
Material description / source	
Quantity / load reference	
Reuse area / stockpile / disposal ref.	
Use approval / instruction ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-07 • Cut/fill interface and transition preparation

Field	Actual entry / evidence
Interface / drawing locator	
Observed preparation	
Disposition / treatment ref.	
Photo / survey ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-08 • Bulk formation trim, drainage and protection

Field	Actual entry / evidence
Area / chainage	
Drawing / level criterion locator	
Surface / drainage observation	
Receiving trade / date reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

BEW-09 · As-built survey and bulk earthworks closeout

Field	Actual entry / evidence
Zone / drawing reference	
As-built survey file / revision	
Open NCR / disposition ref.	
Submission / handover ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

Topic guidance sources and limitations

Queensland Department of Transport and Main Roads, MRTS04 General Earthworks (March 2025)

Inspected official PDF and local searchable extract industry-library/text/tmr-mrts04.txt. Topic locators: 1.1-1.2 scope (printed specification pp. 1-2); 5.2-5.6 procedures, testing/lotting (printed pp. 15-19); 6 geometry (printed pp. 19-20); 8 topsoil (printed pp. 22-24); 9 unsuitable material (printed pp. 25-26); 13 excavation (printed pp. 34-38); 14 Earth Fill (printed pp. 38-47); 15 Compaction (printed pp. 48-53); 19 Backfill (printed pp. 67-74).

<https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Specifications-and-drawings/Specifications/3-Roadworks-Drainage-Culverts-and-Geotechnical/MRTS04.pdf>

Inspected topic example for Queensland road and bridge earthworks only. Supports identification of process topics, documentary controls, materials, geometry, excavation, fill, compaction, backfill and the fact that lot/test rules are specified. Its technical values, tests, frequencies, lot sizes, control points and roles are not defaults; use only if the project contract adopts this edition and applicable annexures.

Hutchinson Builders, Safety & Quality Planning: 010 Groundworks ITP and Report (EXAMPLE)

Official downloads page lists 010 Groundworks ITP and 010 Groundworks Report; both DOCX files downloaded and text-extracted 2026-10-07 from the linked Toolbox files. ITP table rows 3-11 cover bulk set-out, fill source, excavation, fill operations, bottom/surface preparation, compaction/soil-strength records and final inspection; rows 12-25 cover detailed earthworks, trench/pit bottoms, bedding/blinding, backfill, regulatory records and closeout. Matching report table rows 2-4 capture lot/location/open-close/comments/signature; rows 8-32 carry process, specification, acceptance, pass/fail, CAR, initials and date.

<https://subbies.hutchies.com.au/resources/videos/safety-and-quality-planning>

Builder example marked EXAMPLE; used only to check broad staging and useful lot/report fields. Many acceptance/frequency/role cells are blank. It does not set universal criteria, regulatory steps or release authority. Original DOCX files are not redistributed.

Construction Quality Australia, How to create an Inspection and Test Plan

Official industry guide, sections 1-4, previously inspected and summarized in skills/au-construction-ityp/references/template-writing-guide.md.

<https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-ityp>

Method structure only: sequence checkable activities and specify method, acceptance source, trigger/frequency, responsibility, control and records. Does not substantiate earthworks technical limits or project requirements.

Topic guidance is provided for orientation only. Confirm applicable jurisdictional adoption, approved design and contract requirements. No cited source substitutes for the complete controlled project documents or licensed standards.