

Compaction Test and Lot Traceability Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: identification of earthworks compaction test lots, layers and test points; exact report transcription; project-criterion reference; and failure, retest and disposition linkage.

Excluded: selecting test methods or rates, setting compaction targets, performing/certifying laboratory work, recalculating results without the adopted method, and automatic acceptance of a lot.

Use and project setup

Project field: Project / contract / jurisdiction _____

Project field: Earthworks area / chainage / grid _____

Project field: Lot ID / lot definition source _____

Project field: Layer number / placement date _____

Project field: Material description / source / class ref _____

Project field: Test point / offset / depth _____

Project field: Test method / edition / lab or tester _____

Project field: Reference density report / revision _____

Project field: Project criterion / decision role _____

Project field: NCR / retest / disposition refs _____

Before inspection: Approved earthworks specification, drawings and lot definition — Defines material zones, layer identity, lot boundaries and applicable project acceptance criteria.

Before inspection: Project sampling/testing plan and adopted test method — Supplies actual method edition, frequency, location selection and report requirements.

Before inspection: Material source approval and reference laboratory data — Links the field result to the material/source and reference value used under the adopted method.

Before inspection: Issued field density reports and attachments — Provides actual result, units, test location, method and report revision for faithful transcription.

Before inspection: Failed-test and nonconformance procedure — Names the affected work, required investigation/retest and decision authority.

How to use

1. Identify the project-defined lot and layer before assigning each test result.
2. Record the physical test location and represented extent; preserve coordinates, offsets, depth and datum as reported.
3. Copy each actual result, unit, method, report ID and revision exactly from the issued report.
4. Record the project criterion and comparison separately; leave decision Pending until the assigned reviewer records a supported outcome.
5. For failures, preserve the original result and add linked corrective action, retest and disposition entries; do not replace the first result.

Important: Blank field record. Enter actual measurements only from the issued field/laboratory report and retain its units and revision. No default pass status is supplied. A report result is evidence for the assigned project reviewer; it is not itself a lot certification or automatic acceptance.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-01 Lot and represented work definition

What to observe	Project lot ID and boundaries, material zone, placement date and governing lot definition.
How to check	Map each report to a unique project-defined lot and retain its limits; do not infer lot size or merge separate zones.
Acceptance basis	The represented work and lot boundaries are traceable to the approved project definition and match the report assignment.
Reference to verify	Project earthworks specification, lot plan, ITP and approved lot definition.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Lot ID / boundary ref	_____
Lot definition source	_____
Project test plan / revision	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-02 Layer, placement and material/source identity

What to observe	Layer number, placement date, location, material description/class and source or stockpile reference.
How to check	Match field test sheet to placement diary, delivery/source records and layer plan; distinguish source approval from in-place test evidence.
Acceptance basis	Each result identifies the layer and material/source represented under project records; no source class or thickness is assumed here.
Reference to verify	Approved materials register, source approval, placement diary and project layer plan.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Layer / placement date	_____
Material source / class	_____
Placement diary ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-03 Test point and method traceability

What to observe	Test point coordinates/grid/offset, layer depth if reported, test date/time, test method and edition, performer and equipment/report IDs.
How to check	Link field sheet and report to the exact test point; transcribe method/edition and reported location without changing units or assigning a nearby location by assumption.
Acceptance basis	The actual test is traceable to a point, date, method and report, and any project-required performer/equipment evidence is linked.
Reference to verify	Adopted project testing plan, method reference, original field sheet and issued report.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test point / depth	_____
Method / edition	_____
Field sheet / report ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-04 Issued result transcription and criterion reference

What to observe	Actual reported value(s), units, method fields, report revision and separate project criterion source/clause.
How to check	Copy values verbatim from the issued report; record criterion and source separately and preserve amended reports alongside original.
Acceptance basis	Transcription matches the report. The project criterion is explicit and applicable to that lot/material/method; no universal percentage, test rate or limit is provided.
Reference to verify	Original report and revision, project specification and adopted test method/criterion.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Report / revision	_____
Actual result / unit	_____
Project criterion / clause	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-05 Failure, retest and disposition register	
What to observe	Original failing/anomalous result, affected area, NCR/action, corrective work, separate retest evidence and written decision.
How to check	Retain chronological linked entries; record new retest as a new event and cross-reference the initial result rather than overwriting it.
Acceptance basis	Each issue has an identifiable affected extent and evidence trail; only the project-assigned role records disposition/closure.
Reference to verify	Project NCR and retest procedure, original/retest reports and written disposition.
Project criterion / actual approved document and revision	_____
Record field	Actual value / reference
Original test ID	_____
NCR / corrective action	_____
Retest report / disposition	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CTR-06 Lot review status and evidence handover

What to observe	Reviewer role, project comparison, outstanding tests/documents, linked reports and record transfer reference.
How to check	Reconcile the test register against all required project results for the lot and submit to the named reviewer; do not self-populate Pass.
Acceptance basis	Status reflects explicit evidence and assigned review. Blank or missing results are Pending; recording a report does not certify or accept the lot.
Reference to verify	Approved ITP, project lot acceptance process and assigned review/record handover requirements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Reviewer role / date	_____
Review outcome	_____
Open item / handover ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Density test lot, layer and failure/retest register

One row per actual test event. Keep original failure rows unchanged and link separate corrective work, retest report and disposition. Transcribe values and units only from issued reports. Status stays Pending until reviewed against the project criterion by the assigned role.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Test date / time	Lot / boundary	Layer / placement date	Material / source	Test point / depth	Method / edition	Actual result / unit	Report / revision	Status / reviewer	NCR / retest / disposition

Test date / time	Lot / boundary	Layer / placement date	Material / source	Test point / depth	Method / edition	Actual result / unit	Report / revision	Status / reviewer	NCR / retest / disposition

Issues and corrective action

Project: _____ Location / room / element: _____ Inspection date: _____

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Compaction evidence handover

Project: _____ Location / room / element: _____ Date: _____

Record lot review status

☐ Evidence indexed; assigned reviewer decision recorded

☐ Report, test, retest or disposition remains open

☐ Technical/project decision required

This register links actual reports to defined work and records review status. It does not set a test frequency or compaction criterion, certify field/laboratory work, or automatically pass/accept a lot.

Handover roles and references

Field tester / laboratory / report references _____

Recorder / lot register revision / date _____

Assigned project reviewer role / written outcome / date _____

Open failure / NCR / corrective work / retest references _____

Evidence recipient / handover date _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

Cavoren earthworks baseline

Role: Scope context only; not a project specification, design or acceptance criteria.

Locator: Original reusable topic baseline for earthworks field records; process and evidence prompts only.

Source URL: <https://itp.cavoren.net/templates/bulk-earthworks/>

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

Role: Conditional topic reference for Queensland roadworks/bridgeworks where this edition is adopted. No numeric compaction target, layer thickness, test rate, tolerance, test method or hold/witness point from MRTS04 is generalized into this form.

Locator: March 2025, Clauses 1.1–1.2 (roadworks/bridgeworks scope); 13.3.3.4 (bottom of confined excavation); 15.1–15.3 and Tables 15.2–15.3 (compaction methods, layers and compliance testing); 19.1–19.3 including 19.3.4 (backfill adjacent to assets and pipe culverts); 21.1–21.1.2 (subgrade construction and levels); Appendix A (testing frequencies).

Source URL: https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/specifications-and-drawings/specifications/3-roadworks-drainage-culverts-and-geotechnical/mrts04.pdf?extension=pdf&hash=840B4677F54FF4F65E5C80A7EF563206&rev=d832abe7f4fb4ca1bb13425291c3faca&sc_lang=en&size=2763810

Hutchies 010 Groundworks Report (public Word example)

Role: Contractor-specific example for record structure and work stages only; blank fields do not establish universal criteria. No source wording or values are reproduced.

Locator: Public report template. Broad sequence and evidence concepts: set-out, excavation/founding, fill/backfill, compaction/density, beds and final review.

Source URL: <https://toolbox.hutchies.com.au/uploads/010-Groundworks-Report.docx>