

concrete-itp-template | Inspection and Test Plan

[Fill: project name] | Cast-in-place concrete inspection and test plan template — free editable baseline | [Fill: Australian state/territory] | Rev 00 | 2026-10-06 | For review
Contractor: [Fill: contractor] | Client: [Fill: client]

Scope: Reusable baseline for cast-in-place reinforced or plain concrete elements: footings, slabs, walls, beams and similar work. Confirm scope, concrete type, project criteria and whether the client requires a separate form. Excludes precast manufacture, prestressing, shotcrete, piles and specialist repair unless expressly added. This is a free, editable, proposed baseline and is not tailored to a project, approved by a client, or evidence of completed inspection. Before use, complete the scope questions and bracketed fields, confirm every criterion and control against current project documents, and remove non-applicable rows.

Exclusions: Confirm exclusions for this project; use the scope notes above.

ID	Stage	Inspection / test	Method	Acceptance requirement	Reference	Frequency	Responsible role	Point	Approval / witness party	Notice / release	Record	Remarks
CON-01	Planning and submittals	Proposed: baseline — Confirm scope, concrete element, drawings, specifications, approved mix and test plan are identified.	Proposed: baseline — Review current approved document register and pour schedule.	Proposed: baseline — For [Fill: Element / pour], current approved [Fill: Approved drawing/revision], [Fill: Mix design reference], specified [Fill: Specified class/strength] and [Fill: Project fresh/hardened test methods, frequency and acceptance] are available and consistent; list unresolved conflicts before work.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70	Proposed: Before ordering or starting the pour.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete submittal and document review register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-02	Set-out	Proposed: baseline — Check element location, levels, dimensions and reference marks before formwork close-up.	Proposed: baseline — Survey or measure against approved drawings and established control marks.	Proposed: baseline — Location, dimensions and levels match [Fill: Approved drawings and revisions] and [Fill: Project dimensional criteria]; record each deviation for disposition.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Each pour / element before reinforcement or closure.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete set-out check	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-03	Founding / substrate	Proposed: baseline — Check exposed founding surface or substrate is the specified type, level and condition before placing concrete.	Proposed: baseline — Visual inspection; compare geotechnical/design release and drawing; request geotechnical or design review where specified.	Proposed: baseline — Founding/substrate corresponds to [Fill: Founding / substrate requirement] and any required geotechnical release is recorded; unsuitable or changed conditions are referred for instruction.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70	Proposed: Each footing, pour area or changed founding condition before blinding / placement.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Founding release and pre-pour checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-04	Formwork and falsework	Proposed: baseline — Inspect formwork dimensions, line, level, support, cleanliness, tightness, release agent and access.	Proposed: baseline — Visual and dimensional inspection against drawings and approved temporary-works design/checks.	Proposed: baseline — Formwork matches [Fill: Formwork and temporary-works criteria]; supports/bracing and any required temporary-works release are documented; forms are clean and do not obstruct reinforcement or embeds.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Each form before reinforcement inspection / pour release.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Formwork / falsework inspection	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-05	Reinforcement materials	Proposed: baseline — Verify reinforcement product identification, grade, size and traceability before fixing.	Proposed: baseline — Check tags, delivery documents and material certificates against bar schedule and approved drawings.	Proposed: baseline — Each reinforcement type and size is identifiable and matches [Fill: Reinforcement schedule criteria]; retain certificates / traceability evidence required by project.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70	Proposed: Each delivery/type before installation.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Reinforcement material register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-06	Reinforcement installation	Proposed: baseline — Check bar position, spacing, laps, anchorage, cover supports and congestion against structural details.	Proposed: baseline — Visual inspection and measurement before concrete placement.	Proposed: baseline — Reinforcement arrangement matches [Fill: Bar arrangement criteria] and cover requirement [Fill: Specified cover]; resolve clashes or deviations through design instruction before pour.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70	Proposed: Each element / pour before concrete placement.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Reinforcement inspection checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-07	Cast-in items and joints	Proposed: baseline — Check cast-in plates, bolts, sleeves, conduits, waterstops, construction joints and isolation joints.	Proposed: baseline — Compare location, type and fixing against approved coordination/structural details; measure critical set-out.	Proposed: baseline — Installed items and joint preparation match [Fill: Embedment / joint detail references]; all required items are secured and remain clear for placement.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Each element before form closure / concrete placement.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Cast-in item and joint checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-08	Pre-pour release	Proposed: baseline — Confirm prerequisites are complete and the pour area is ready; record the actual release decision.	Proposed: baseline — Complete pre-pour checklist covering formwork, reinforcement, embeds, cleanliness, access, weather/contingency and required approvals.	Proposed: baseline — All applicable checks CON-02 to CON-07 are accepted or have an approved disposition; required project release evidence [Fill: Required pre-pour release roles / documents] is recorded before placement.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Each pour before truck discharge / placement.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Signed pre-pour inspection checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.

ID	Stage	Inspection / test	Method	Acceptance requirement	Reference	Frequency	Responsible role	Point	Approval / witness party	Notice / release	Record	Remarks
CON-09	Concrete delivery and batch identity	Proposed: baseline — Check each delivery docket and identify the supplied mix, batch, quantity and arrival/discharge times.	Proposed: baseline — Review docket at receipt and reconcile mix ID against approved order and pour location.	Proposed: baseline — Docket identifies the approved [Fill: Approved mix ID] and required batch details; mismatches, unauthorised additions or incomplete traceability are recorded and referred before use.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Every truck / batch.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete delivery and placement log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-10	Fresh concrete checks	Proposed: baseline — Perform specified fresh concrete tests and sampling and identify specimens to the relevant pour/batch.	Proposed: baseline — Use project-nominated test method, equipment and competent tester; label specimens with sample, batch and element IDs.	Proposed: baseline — Results meet the project values in [Fill: Fresh concrete methods / limits / frequency]; sample rate, test method, acceptance and any rejection authority come from project documents, not this template.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: At the project-defined frequency for each pour/batch.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Fresh concrete test and sample register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-11	Placement and consolidation	Proposed: baseline — Observe placement sequence, discharge location, continuity, segregation, consolidation and construction-joint treatment.	Proposed: baseline — Site observation during placement; note interruptions, method and corrective action.	Proposed: baseline — Placement follows [Fill: Approved placement / joint method] and approved method; no visible segregation, displacement of reinforcement/embeds or unapproved joint is left unresolved.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Continuously during each pour or at documented inspection intervals.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete placement log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-12	Finishing and surface	Proposed: baseline — Inspect finish, falls, edges, joints and surface condition against drawings and finish schedule.	Proposed: baseline — Visual and dimensional checks with straightedge/level or survey method stated by project.	Proposed: baseline — Finish, falls and joints meet [Fill: Finish / fall criteria]; surface defects are recorded and receive an approved disposition before concealment.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Each finished area before protection / handover.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete finish inspection	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-13	Curing and protection	Proposed: baseline — Start and maintain specified curing and protect concrete from weather, early loading, impact and contamination.	Proposed: baseline — Record curing method, start/end, interruptions and protection measures.	Proposed: baseline — Curing follows [Fill: Curing method / duration] for the specified period/conditions; loading, stripping and exposure restrictions follow project/design instructions.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: Start after finishing when permitted; monitor at project-defined intervals until release.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Curing and protection log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-14	Strength specimen results	Proposed: baseline — Track laboratory reports for specimens to their concrete batch, element, test age and specified strength.	Proposed: baseline — Review lab report identity, method, curing/custody details and results against project criteria; refer adverse or missing results.	Proposed: baseline — Specimen traceability is complete and results satisfy [Fill: Specified strength and acceptance] at required test age; any nonconformance receives engineer/project disposition before dependent work.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70, HUTCHIES-SUI TE	Proposed: On receipt of each specified test report.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete strength test register and lab reports	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
CON-15	Strip, survey, defects and closeout	Proposed: baseline — Verify approved stripping/loading status, finished geometry and defect/repair disposition; compile records.	Proposed: baseline — Check release instructions, survey/measure against drawings, inspect defects and close out records/NCRs.	Proposed: baseline — No stripping or loading before [Fill: Stripping / loading release]; dimensions comply with [Fill: Final geometry criteria]; defects/repairs have recorded approved dispositions and required test records are filed.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS70	Proposed: Before form removal where restricted, before follow-on concealment and at package completion.	Proposed: [Fill: Person/role proposed to perform this check] performs and records; [Fill: Person/role proposed to review or release this check] reviews where the project assigns review.	TBC	Proposed: [Fill: reviewing role / authority assigned by project]	Proposed: Confirm required notice period, who receives notice, release authority and whether a contractual hold/witness point applies.	Concrete completion, survey and defect register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.

Inspection point key: H = Proposed Hold Point - use only if assigned in the contract | W = Proposed Witness Point - use only if assigned in the contract | R = Proposed Review | S = Proposed Surveillance | TBC = To be confirmed | N/A = Not applicable. External H/W rights and whether work may proceed are governed by the project contract and approved process; proposed points require agreement.

Blank Inspection Record Forms

[Fill: project name] | concrete-itp-template | Record actual observations during the work. No results or signatures are pre-filled.

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
CON-01 Planning and submittals	Proposed: baseline — Confirm scope, concrete element, drawings, specifications, approved mix and test plan are identified. Method: Proposed: baseline — Review current approved document register and pour schedule. Accept when: Proposed: baseline — For [Fill: Element / pour], current approved [Fill: Approved drawing/revision], [Fill: Mix design reference], specified [Fill: Specified class/strength] and [Fill: Project fresh/hardened test methods, frequency and acceptance] are available and consistent; list unresolved conflicts before work. Record: Concrete submittal and document review register		Date: _____ Document title / number: _____ Revision / issue date: _____ Conflict / missing input: _____ Approval / submission ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-02 Set-out	Proposed: baseline — Check element location, levels, dimensions and reference marks before formwork close-up. Method: Proposed: baseline — Survey or measure against approved drawings and established control marks. Accept when: Proposed: baseline — Location, dimensions and levels match [Fill: Approved drawings and revisions] and [Fill: Project dimensional criteria]; record each deviation for disposition. Record: Concrete set-out check		Date: _____ Location / grid: _____ Measured level: _____ Measured dimension (mm): _____ Deviation / disposition: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-03 Founding / substrate	Proposed: baseline — Check exposed founding surface or substrate is the specified type, level and condition before placing concrete. Method: Proposed: baseline — Visual inspection; compare geotechnical/design release and drawing; request geotechnical or design review where specified. Accept when: Proposed: baseline — Founding/substrate corresponds to [Fill: Founding / substrate requirement] and any required geotechnical release is recorded; unsuitable or changed conditions are referred for instruction. Record: Founding release and pre-pour checklist		Date: _____ Grid / area: _____ Founding level: _____ Geotechnical / design release ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-04 Formwork and falsework	Proposed: baseline — Inspect formwork dimensions, line, level, support, cleanliness, tightness, release agent and access. Method: Proposed: baseline — Visual and dimensional inspection against drawings and approved temporary-works design/checks. Accept when: Proposed: baseline — Formwork matches [Fill: Formwork and temporary-works criteria]; supports/bracing and any required temporary-works release are documented; forms are clean and do not obstruct reinforcement or embeds. Record: Formwork / falsework inspection		Date: _____ Line / level result: _____ Dimensions checked: _____ Temporary works release: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-05 Reinforceme nt materials	Proposed: baseline — Verify reinforcement product identification, grade, size and traceability before fixing. Method: Proposed: baseline — Check tags, delivery documents and material certificates against bar schedule and approved drawings. Accept when: Proposed: baseline — Each reinforcement type and size is identifiable and matches [Fill: Reinforcement schedule criteria]; retain certificates / traceability evidence required by project. Record: Reinforcement material register		Date: _____ Bar mark / type: _____ Specified grade: _____ Nominal diameter (mm): _____ Certificate / docket reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
CON-06 Reinforcement installation	Proposed: baseline — Check bar position, spacing, laps, anchorage, cover supports and congestion against structural details. Method: Proposed: baseline — Visual inspection and measurement before concrete placement. Accept when: Proposed: baseline — Reinforcement arrangement matches [Fill: Bar arrangement criteria] and cover requirement [Fill: Specified cover]; resolve clashes or deviations through design instruction before pour. Record: Reinforcement inspection checklist		Date: _____ Bar mark: _____ Measured spacing (mm): _____ Lap length (mm): _____ Measured cover (mm): _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-07 Cast-in items and joints	Proposed: baseline — Check cast-in plates, bolts, sleeves, conduits, waterstops, construction joints and isolation joints. Method: Proposed: baseline — Compare location, type and fixing against approved coordination/structural details; measure critical set-out. Accept when: Proposed: baseline — Installed items and joint preparation match [Fill: Embedment / joint detail references]; all required items are secured and remain clear for placement. Record: Cast-in item and joint checklist		Date: _____ Item / type: _____ Grid / offset: _____ Projection / level (mm): _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-08 Pre-pour release	Proposed: baseline — Confirm prerequisites are complete and the pour area is ready; record the actual release decision. Method: Proposed: baseline — Complete pre-pour checklist covering formwork, reinforcement, embeds, cleanliness, access, weather/contingency and required approvals. Accept when: Proposed: baseline — All applicable checks CON-02 to CON-07 are accepted or have an approved disposition; required project release evidence [Fill: Required pre-pour release roles / documents] is recorded before placement. Record: Signed pre-pour inspection checklist		Date: _____ Release date/time: _____ Open items / disposition: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-09 Concrete delivery and batch identity	Proposed: baseline — Check each delivery docket and identify the supplied mix, batch, quantity and arrival/discharge times. Method: Proposed: baseline — Review docket at receipt and reconcile mix ID against approved order and pour location. Accept when: Proposed: baseline — Docket identifies the approved [Fill: Approved mix ID] and required batch details; mismatches, unauthorised additions or incomplete traceability are recorded and referred before use. Record: Concrete delivery and placement log		Date: _____ Truck / docket no.: _____ Batch / mix ID: _____ Quantity (m³): _____ Arrival time: _____ Discharge start/end: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-10 Fresh concrete checks	Proposed: baseline — Perform specified fresh concrete tests and sampling and identify specimens to the relevant pour/batch. Method: Proposed: baseline — Use project-nominated test method, equipment and competent tester; label specimens with sample, batch and element IDs. Accept when: Proposed: baseline — Results meet the project values in [Fill: Fresh concrete methods / limits / frequency]; sample rate, test method, acceptance and any rejection authority come from project documents, not this template. Record: Fresh concrete test and sample register		Date: _____ Sample ID: _____ Slump / flow result (mm): _____ Concrete temperature (°C): _____ Air content (%): _____ Method / equipment ID: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

ITP ID / Stage	Inspection / method / acceptance	Location / lot	Date and result	Evidence / record ref.	Performed by / signature	Reviewed by / signature
CON-11 Placement and consolidation	Proposed: baseline — Observe placement sequence, discharge location, continuity, segregation, consolidation and construction-joint treatment. Method: Proposed: baseline — Site observation during placement; note interruptions, method and corrective action. Accept when: Proposed: baseline — Placement follows [Fill: Approved placement / joint method] and approved method; no visible segregation, displacement of reinforcement/embeds or unapproved joint is left unresolved. Record: Concrete placement log		Date: _____ Zone / lift: _____ Time: _____ Interruption / duration: _____ Corrective action: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-12 Finishing and surface	Proposed: baseline — Inspect finish, falls, edges, joints and surface condition against drawings and finish schedule. Method: Proposed: baseline — Visual and dimensional checks with straightedge/level or survey method stated by project. Accept when: Proposed: baseline — Finish, falls and joints meet [Fill: Finish / fall criteria]; surface defects are recorded and receive an approved disposition before concealment. Record: Concrete finish inspection		Date: _____ Area / grid: _____ Measured fall: _____ Defect / location: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-13 Curing and protection	Proposed: baseline — Start and maintain specified curing and protect concrete from weather, early loading, impact and contamination. Method: Proposed: baseline — Record curing method, start/end, interruptions and protection measures. Accept when: Proposed: baseline — Curing follows [Fill: Curing method / duration] for the specified period/conditions; loading, stripping and exposure restrictions follow project/design instructions. Record: Curing and protection log		Date: _____ Curing method: _____ Start date/time: _____ End date/time: _____ Conditions / protection: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-14 Strength specimen results	Proposed: baseline — Track laboratory reports for specimens to their concrete batch, element, test age and specified strength. Method: Proposed: baseline — Review lab report identity, method, curing/custody details and results against project criteria; refer adverse or missing results. Accept when: Proposed: baseline — Specimen traceability is complete and results satisfy [Fill: Specified strength and acceptance] at required test age; any nonconformance receives engineer/project disposition before dependent work. Record: Concrete strength test register and lab reports		Date: _____ Sample ID: _____ Batch ID: _____ Test age (days): _____ Strength result (MPa): _____ Lab report ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
CON-15 Strip, survey, defects and closeout	Proposed: baseline — Verify approved stripping/loading status, finished geometry and defect/repair disposition; compile records. Method: Proposed: baseline — Check release instructions, survey/measure against drawings, inspect defects and close out records/NCRs. Accept when: Proposed: baseline — No stripping or loading before [Fill: Stripping / loading release]; dimensions comply with [Fill: Final geometry criteria]; defects/repairs have recorded approved dispositions and required test records are filed. Record: Concrete completion, survey and defect register		Date: _____ Element ID: _____ Survey report: _____ Defect / repair ref: _____ Record pack ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			

Source Register

Source ID	Title / filename	Revision	Type	Path / URL
NSW-QMG	NSW Government Quality Management Guidelines for Construction, Appendix D (ITP guidance)	See linked source; verify current edition and project adoption	guidance	https://www.info.buy.nsw.gov.au/resources/construction/quality-management-guidelines-for-construction
TMR-MRTS70	Queensland TMR MRTS70 Concrete (July 2022)	See linked source; verify current edition and project adoption	guidance	https://www.tmr.qld.gov.au/_/media/busind/techstdpubs/specifications-and-drawings/specifications/2-bridges-and-structures/mrts70.pdf?extension=pdf&hash=BD4A48371C386F32622F6862572AA56A&rev=24517261eac44ddb86310c7980172050&sc_lang=en&size=1730809
HUTCHIES-SU ITE	Hutchinson Builders, Construction ITPs and Reports suite (downloadable Word examples)	See linked source; verify current edition and project adoption	guidance	https://subbies.hutchies.com.au/resources/videos/safety-and-quality-planning

Open Confirmations

Issue ID	Priority	ITP rows	Open item	Action needed
CONF-001	confirmation	CON-01	CON-01: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-002	confirmation	CON-02	CON-02: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-003	confirmation	CON-03	CON-03: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-004	confirmation	CON-04	CON-04: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-005	confirmation	CON-05	CON-05: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-006	confirmation	CON-06	CON-06: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-007	confirmation	CON-07	CON-07: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-008	confirmation	CON-08	CON-08: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-009	confirmation	CON-09	CON-09: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-010	confirmation	CON-10	CON-10: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-011	confirmation	CON-11	CON-11: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-012	confirmation	CON-12	CON-12: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-013	confirmation	CON-13	CON-13: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-014	confirmation	CON-14	CON-14: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.
CONF-015	confirmation	CON-15	CON-15: verify scope and project-specific requirements for this proposed baseline row.	Check current contract, drawings, specification, approved method, adopted standards and assigned roles; edit or delete this row as needed.