

Concrete Slab Construction ITP Template

Reusable editable baseline for conventional cast-in-place building slabs on ground and suspended floor slabs within one clearly identified project work package. Includes pre-pour substrate/interface coordination, set-out, formwork, reinforcement and embeds, concrete supply/placement/testing, finish, joints, curing, protection and records. Suspended slab-specific temporary works, post-tensioning, precast, toppings/screeds, industrial floors, pavements and specialist slabs require separate scope unless expressly included. Design, soil classification, mix criteria, tolerances, test rates, statutory duties and contractual Hold/Witness points are not supplied.

Project	[Enter project / state / parties]
Package	concrete-slab
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

Element / pour / lot: [Enter project source / decision] Identify the physical element, drawing grid/level, pour sequence and lot boundary.

Approved drawings and revisions: [Enter project source / decision] List current structural drawings, details, schedules and approved design changes relevant to this element.

Project specification and adopted standards: [Enter project source / decision] Enter exact contract clauses, adopted standards/editions and project criteria; do not infer adoption from a published edition.

Approved concrete mix and supplier submission: [Enter project source / decision] Identify approved mix, supplier, delivery requirements and any project-authorised adjustments.

Project test plan and acceptance: [Enter project source / decision] Identify specified test methods, sample/lot coverage, acceptance and designated tester/reviewer from controlled project documents.

Performing, reviewing and release roles: [Enter project source / decision] Identify actual contractor, verifier/designer, notice duties, contractual Hold/Witness points and release authority.

Project evidence and closeout requirements: [Enter project source / decision] Identify required pour records, test reports, survey, defect disposition and handover register.

Slab system and boundaries: [Enter project source / decision] Identify slab-on-ground or suspended construction, included pours, levels and adjoining packages.

Subgrade / support handover: [Enter project source / decision] Identify geotechnical/design basis, prepared support release, fill records and membrane/termite interfaces where applicable.

Joint and finish schedule: [Enter project source / decision] Identify approved construction/isolation/control joints, floor finish, falls, levels and survey/tolerance sources.

Stripping / loading release requirements: [Enter project source / decision] Identify design- or project-controlled criteria, authorization and dependent-work release; no value is presumed.

Inspection and Test Plan

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

SLB-01 • Package basis and pour segmentation

Inspection / test	Confirm slab system, pour boundaries, drawings, mix, test plan, interfaces and required records are current and consistent.
Method	Reconcile pour schedule, structural/architectural drawings, specification, subgrade/support handover and package responsibilities before procurement or work.
Acceptance condition	For [Enter Element / pour / lot], approved [Enter Approved drawings and revisions] and [Enter Project specification and adopted standards] define the slab system and limits; approved mix [Enter Approved concrete mix and supplier submission] and test plan [Enter Project test plan and acceptance] are identified; unresolved conflicts and interfaces remain open.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Before ordering and before the first affected pour; revisit approved revisions.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab package and pour register
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-02 • Support and pre-pour handover

Inspection / test	Verify the prepared subgrade, fill/support layer and interfaces below the slab are released and traceable before they are covered.
Method	Compare area limits and levels with approved geotechnical/design records and required compaction, drainage, membrane, termite or service-penetration evidence; do not perform geotechnical acceptance from visual inspection.
Acceptance condition	Support condition and each required predecessor record match [Enter Subgrade / support handover] and project acceptance documents; any missing test, release or protection/interface remains Pending.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Each identified slab area before reinforcement or concrete hides the support evidence.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab support and predecessor release record
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-03 • Set-out, formwork and edge details

Inspection / test	Check slab line, level, dimensions, rebates, thickenings, penetrations, construction joints and formwork against current details.
Method	Record the measured location and method; compare formwork stability/design evidence and geometry with the approved drawings and project formwork release.
Acceptance condition	Set-out and formwork correspond to [Enter Approved drawings and revisions] and [Enter Project specification and adopted standards]; project-defined tolerances and any design/temporary-works release are evidenced before pour.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Before reinforcement restricts access and at the project-defined pre-pour review.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab set-out and formwork inspection
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-04 • Reinforcement, cover and embedded items

Inspection / test	Confirm reinforcement type, marks, laps, supports and specified cover, plus cast-in services, conduits, starters and embeds, are located against approved details.
Method	Trace bar or mesh identifiers and placement to schedules; record actual check locations and cover method where specified; reconcile embedded services and openings with coordinated drawings.
Acceptance condition	Reinforcement and embeds match [Enter Approved drawings and revisions] and [Enter Project specification and adopted standards] at checked areas; project-specified cover, support, laps and clearances are documented without supplying generic values.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At identified pour zones before placement; include required project coverage and repeat after significant disturbance.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab reinforcement and embedment pre-pour record
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-05 • Pre-pour release and readiness

Inspection / test	Record the final accessible pre-pour review, required notices and actual release decisions for the defined slab area.
Method	Walk the pour limits; reconcile support, forms, steel, embeds, access, approved mix, weather/placement plan, test arrangements and outstanding issues to the project checklist and ITP.
Acceptance condition	Pour proceeds only under the project-assigned authorization and documented status for [Enter Element / pour / lot]; installer completion, verifier observation and formal release are separately attributed.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Once for each defined pour before concrete discharge, subject to the actual ITP notice and coverage.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab pre-pour release register
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-06 • Concrete delivery and fresh testing

Inspection / test	Reconcile delivered concrete and perform only the project-specified fresh tests and sampling with batch/sample traceability.
Method	Check delivery docket and approved mix identity; record additions or rejected loads; identify test method, equipment, sample IDs, tester and results from the controlled test plan.
Acceptance condition	Delivery and fresh results are evaluated against [Enter Approved concrete mix and supplier submission] and [Enter Project test plan and acceptance]; no class, slump, temperature, sampling frequency or acceptance value is implied by this template.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Each delivery/sample the project requires; exact lot linkage and frequency come from [Enter Project test plan and acceptance].
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab delivery and fresh concrete test register
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-07 • Placement, consolidation and construction joints

Inspection / test	Observe slab placement sequence, continuity, consolidation around reinforcement/embeds, and treatment of planned or unplanned interruptions.
Method	Record zone and time sequence; compare equipment/method and joint preparation with approved pour plan; record delays, segregation, displacement or corrective action.
Acceptance condition	Placement follows [Enter Project specification and adopted standards] and approved method; interruptions, defects or unapproved joints are referred and dispositioned by assigned authority before dependent work.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: During each pour at the coverage/interval defined in the project plan.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab placement and joint log
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-08 • Screeding, finish, levels and surface

Inspection / test	Record the specified slab finish and actual levels, falls, edges, joints and surface observations.
Method	Use the project-defined survey or measuring method; identify location, equipment and finish sample/reference; map defects and protect finished areas.
Acceptance condition	Finish and geometry comply with [Enter Joint and finish schedule] and [Enter Project specification and adopted standards]; actual results are compared only with project tolerances and finish criteria.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At defined zones during finishing and before protection or follow-on finishes.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab surface and finish inspection
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-09 • Curing, joints and early-age protection

Inspection / test	Track the specified curing method and period, joint operations where applicable, and protection/load restrictions.
Method	Record actual start/stop, interruptions, environmental observations, curing product/method and protection; verify release only against approved project instructions.
Acceptance condition	Curing, joint timing and loading follow [Enter Project specification and adopted standards] and approved instructions; this baseline supplies no curing duration, saw-cut timing, load permission or weather limit.
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: Start at the project-defined stage and maintain monitoring until the documented project release.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab curing and protection log
Applicability / remarks	Proposed baseline. Confirm applicability and replace with controlled project requirement.

SLB-10 • Hardened test results, survey and closeout

Inspection / test	Reconcile specified laboratory results, as-built survey, defects, repairs and handover records to each pour.
Method	Link reports to mix, batch, sample, element and test age; compare geometry and results with controlled criteria; record authorized engineering disposition of adverse results.
Acceptance condition	Required results and geometry satisfy [Enter Project test plan and acceptance] and [Enter Project specification and adopted standards] or have documented disposition by the assigned authority; closeout matches [Enter Project evidence and closeout requirements].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: On each required report/release and at package completion.
Responsibility	Proposed: [Enter Person/role performing this check] performs and records; [Enter Person/role reviewing this check] reviews only where assigned by project documents.
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	Slab results, defects and handover register
Applicability / remarks	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.

SLB-01 • Package basis and pour segmentation

Field	Actual entry / evidence
Pour / lot ID	
Slab type / boundary	
Drawing / revision	
Open interface / RFI	
Review / submission ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-02 • Support and pre-pour handover

Field	Actual entry / evidence
Area / grid	
Survey / level reference	
Support test / report ref	
Predecessor release / role / date	
Membrane / termite / service interface	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-03 • Set-out, formwork and edge details

Field	Actual entry / evidence
Grid / edge / pour zone	
Measured dimension / level	
Measure method / equipment	
Joint / rebate / opening ref	
Formwork design / release ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-04 • Reinforcement, cover and embedded items

Field	Actual entry / evidence
Pour zone / grid	
Bar / mesh mark	
Measured cover / method	
Embed / service ID	
Displacement / disposition ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-05 • Pre-pour release and readiness

Field	Actual entry / evidence
Pour / area	
Open item / disposition	
Installer / role / date	
Verifier / role / date	
Release authority / decision / reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-06 • Concrete delivery and fresh testing

Field	Actual entry / evidence
Batch / docket ID	
Mix ID	
Sample ID / location	
Test method / equipment	
Actual result / units	
Tester / role / report ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-07 • Placement, consolidation and construction joints

Field	Actual entry / evidence
Placement zone	
Start / interruption times	
Joint / interruption ref	
Placement / consolidation method	
Issue / corrective action ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-08 • Screeding, finish, levels and surface

Field	Actual entry / evidence
Zone / grid	
Finish designation	
Measured level / fall	
Method / equipment	
Defect / location / photo ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-09 • Curing, joints and early-age protection

Field	Actual entry / evidence
Curing method / product	
Start date/time	
End date/time	
Conditions / interruption	
Loading / follow-on release ref	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

SLB-10 • Hardened test results, survey and closeout

Field	Actual entry / evidence
Element / pour	
Sample / batch ID	
Lab / survey report ref	
Actual result / units	
Defect / repair / disposition ref	
Dossier index 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

NSW Government Quality Management Guidelines for Construction, Appendix D (ITP guidance)

Public webpage description and Appendix D download listing; Appendix D DOCX content was not inspected.

<https://www.info.buy.nsw.gov.au/resources/construction/quality-management-guidelines-for-construction>

Limited methodology context only: the NSW public page identifies a construction ITP guideline/checklist resource and contract-level quality planning. The linked Appendix D document itself was not inspected, so no detailed template fields or technical acceptance rules are attributed to it.

Queensland TMR MRTS70 Concrete (July 2022)

MRTS70 July 2022: Sections 5 (quality system), 6 (concrete class), 7 (materials), 8 (storage), 9 (mix design/acceptance), 10 (batching/mixing/transport), 11 (plastic concrete acceptance), 12 (hardened concrete acceptance incl. sampling), 13 (environmental limits), 14 (defects/rectification), and 15 (in-situ concrete: tests, falsework/formwork, placement/compaction, tolerances, stripping/loading). Section 17 covers normal-class concrete-specific requirements including placement, finishing, curing and early loading. Local searchable extract: industry-library/text/tmr-mrts70.txt.

[https://www.tmr.qld.gov.au/_/media/busind/techstdpubs/specifications-and-drawings/specifications/2-bridges-and-structures/mrts70.pdf?](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)

[extension=pdf&hash=BD4A48371C386F32622F6862572AA56A&rev=24517261eac44ddb86310c7980172050&sc_lang=en&size=1730809](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)

Inspected topic-specific technical example for Queensland transport/infrastructure concrete. In-situ topics are supported by Section 15; Section 17 is only relevant to its stated normal-class scope. Use numerical or procedural criteria only where the customer project adopts this edition and relevant annexures; not a general building requirement.

Hutchinson Builders, Construction ITPs and Reports suite (downloadable Word examples)

Groundworks ITP/Report, Concrete Place ITP/Report, Structural Steel ITP/Report; downloaded public DOCX files inspected 2026-10-06

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

Australian builder industry examples support high-level task sequencing, separate groundworks/concrete/steel process stages, records and lot/report fields only. Examples are explicitly marked EXAMPLE; they are not standards and provide no universal acceptance values or test rates. Original templates are not redistributed or copied.

Standards Australia catalogue — AS 1379:2026, Specification and supply of concrete (metadata only)

Public catalogue listing: AS 1379:2026, Current, published 22 May 2026; metadata checked 7 October 2026. Designation, title, status and publication date only. Full standard text was not inspected.

<https://store.standards.org.au/explore-standards/manufacturing?page=104>

Edition-awareness pointer only; full standard text was not inspected. A new publication does not automatically amend a contract, adopted standard edition or MRTS70 July 2022. Confirm project adoption and applicable amendments before citing clauses or using acceptance values.

Standards Australia catalogue — AS 3600:2018, Concrete structures (metadata only)

Public catalogue lists AS 3600:2018 as Pending Revision and amendments 1:2018 and 2:2021 as Current; metadata checked 7 October 2026. Full standard and amendment texts were not inspected.

[https://store.standards.org.au/search?](https://store.standards.org.au/search?query=AS3600%3A2018%E2%80%93ConcreteStructures&status=Current_PendingRevision)

[query=AS3600%3A2018%E2%80%93ConcreteStructures&status=Current_PendingRevision](https://store.standards.org.au/search?query=AS3600%3A2018%E2%80%93ConcreteStructures&status=Current_PendingRevision)

Optional structural-reference pointer only; full standard and amendment texts were not inspected. Confirm applicability, project-adopted edition and amendments. Catalogue metadata does not establish technical compliance or supply project acceptance criteria.

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.