

earthworks-itp-template | Inspection and Test Plan

[Fill: project name] | Earthworks and excavation 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 site clearing, bulk cut/fill, foundation excavation, subgrade and trench backfill as applicable. Split the plan by material/use zone and identify geotechnical release interfaces. Excludes deep foundations, contaminated-land remediation, blasting, ground improvement and pavement-specific acceptance unless expressly included. 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
EAR-01	Planning and geotechnical basis	Proposed: baseline — Confirm earthworks zones, cut/fill limits, geotechnical design, material classes, lot/testing rules and service constraints.	Proposed: baseline — Review current drawings, geotechnical report, specification, survey control, services information and approved work method.	Proposed: baseline — Current documents define [Fill: Scope / earthworks zones], [Fill: Material classification / acceptance], [Fill: Compaction criteria], [Fill: Lot size / test frequency] and [Fill: Design geometry, survey tolerances and deliverables]; identify conflicts and missing geotechnical dispositions.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Before clearing, excavation or fill 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.	Earthworks document and lot plan	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-02	Survey control and set-out	Proposed: baseline — Verify survey control, limits, formation levels and service/set-out references before disturbance.	Proposed: baseline — Check control marks and survey set-out against approved drawings and survey plan.	Proposed: baseline — Control points are current and protected; limits and levels match [Fill: Set-out / tolerances]; conflicts with services or boundaries are resolved before excavation.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Before starting each area and after control disturbance.	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.	Survey control and set-out record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-03	Service clearance and permits	Proposed: baseline — Confirm service searches, locating, permits and protection/diversion arrangements for the planned excavation.	Proposed: baseline — Review current service plans and clearance permits; record field locating/marketing and required authority releases.	Proposed: baseline — Required services are located/protected and permits/clearances for [Fill: Earthworks activity and physical boundaries] are current before excavation; unknown services stop affected work for instruction.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Before ground penetration in each work area.	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.	Services clearance / excavation permit	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-04	Clearing and topsoil stripping	Proposed: baseline — Check clearing boundaries, topsoil/vegetation stripping, salvage and stockpile locations.	Proposed: baseline — Observe limits and compare stripped material handling with environmental and earthworks requirements.	Proposed: baseline — Work remains within [Fill: Clearing / topsoil handling limits]; topsoil and unsuitable material are segregated, identified and stored/disposed as specified.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04	Proposed: Each clearing/stripping area before bulk excavation or fill.	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.	Clearing and stripping checklist	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-05	Unsuitable material and groundwater	Proposed: baseline — Identify soft, wet, contaminated or otherwise unsuitable material and unexpected groundwater during excavation.	Proposed: baseline — Visual inspection and geotechnical review where required; record extent, photographs, removal and replacement instructions.	Proposed: baseline — Unexpected conditions are referred under [Fill: Geotechnical referral and release process]; removal limits and replacement material are documented before covering.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Continuously as excavation exposes changed ground; before replacement.	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.	Unsuitable material / geotechnical disposition record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-06	Excavation dimensions and formation	Proposed: baseline — Check excavation limits, lines, levels, stability and formation against drawings/geotechnical requirements.	Proposed: baseline — Measure/survey formation and inspect condition; involve geotechnical engineer where specified.	Proposed: baseline — Excavation geometry matches [Fill: Excavation geometry / level criteria] and founding condition meets documented [Fill: Founding condition / bearing criteria]; changed conditions receive written disposition before blinding/fill/structure.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each foundation/formation area before covering or placing over.	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.	Excavation and formation release	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-07	Fill source and material approval	Proposed: baseline — Verify source, classification, sampling and approval for each proposed fill material.	Proposed: baseline — Review source approval and lab classification/test certificates; reconcile delivered material with approved source/material ID.	Proposed: baseline — Material is approved for [Fill: Fill use / zone] and meets [Fill: Required material properties]; any source or material change is approved and tested before placement.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each source/material type and source change before use.	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.	Fill material approval register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-08	Subgrade preparation and proof condition	Proposed: baseline — Check exposed subgrade is trimmed, drained and free from unacceptable disturbance before placing fill or pavement layers.	Proposed: baseline — Visual walkover and specified proof roll or geotechnical inspection; record soft spots and remediation.	Proposed: baseline — Subgrade matches [Fill: Subgrade condition / proof criteria] and any required proof/engineer release is documented; remedial areas are retested or re-released.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each work area before first fill/pavement layer.	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.	Subgrade inspection and release	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
EAR-09	Fill placement layer controls	Proposed: baseline — Check placed material type, placement area, loose layer thickness and segregation before compaction.	Proposed: baseline — Observe placement; measure layer thickness and compare material and equipment/work method with approved trial or specification.	Proposed: baseline — Material matches approved source; layer and method comply with [Fill: Layer thickness / method criteria] and project/geotechnical requirements.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each layer, area and material change before compaction.	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.	Layer placement log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-10	Moisture conditioning and compaction	Proposed: baseline — Verify moisture conditioning and compaction method are appropriate to approved material and project requirement.	Proposed: baseline — Observe water addition/aerati on and compaction passes/equipment; record method where required by project.	Proposed: baseline — Conditioning and compaction follow [Fill: Compaction / moisture conditioning method] for the approved material; do not infer target moisture or density.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each layer and material/co ndition change.	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.	Compaction process log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-11	In-situ density and material testing	Proposed: baseline — Arrange specified field/lab testing and link each result to the correct lot, layer, location and material.	Proposed: baseline — Use project-nominated methods and qualified/lab personnel; map test locations and compare results with exact project limits.	Proposed: baseline — Test method, rate, lot coverage and acceptance match [Fill: Density / compaction limits] and [Fill: Lot/test frequency]; failed/invalid tests trigger documented rework and retest.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: At project-defined rate for each applicable lot/layer/material.	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.	Earthworks lot and test register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-12	Nonconformance, rework and retest	Proposed: baseline — Track failed tests, unsuitable areas and corrective work through acceptable retest or written disposition.	Proposed: baseline — Review test/NCR records, identify affected lot and layer, verify rework boundaries and retest.	Proposed: baseline — Affected work is not covered or released until retest meets [Fill: Compaction acceptance values and test methods by zone/material] or a documented authorised disposition is issued; preserve test-to-lot traceability.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04	Proposed: For each failure/deviation before covering subsequent layer.	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.	Earthworks NCR and retest register	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-13	Trench backfill and reinstatement	Proposed: baseline — Check bedding, haunch/side support, pipe protection and backfill material/layers for trench works.	Proposed: baseline — Inspect before concealment and record material, layer placement, specified compaction tests and surface reinstatement.	Proposed: baseline — Trench components and backfill comply with [Fill: Trench zone materials / compaction / cover criteria]; record service owner/inspection release and test evidence before cover.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each trench section before cover and at specified compaction lot stages.	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.	Trench backfill and pre-cover record	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-14	Drainage, erosion and water management	Proposed: baseline — Check temporary drainage, dewatering, erosion/sediment controls and protection of completed formation/fill.	Proposed: baseline — Inspect controls before and during work and after rainfall/change events against approved environmental/site plans.	Proposed: baseline — Controls and discharge arrangements match [Fill: Water / erosion control requirements]; erosion, contamination or softening is corrected and affected work reassessed before acceptance.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Before disturbance, during active work and after triggering weather/events as project specifies.	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.	Water and erosion control inspection log	Proposed: Check this baseline row against project documents; edit or remove it if it does not apply.
EAR-15	Final levels, geometry and closeout	Proposed: baseline — Survey completed surfaces, batters, slopes, formation and interfaces; compile material, lot and test records.	Proposed: baseline — Survey/measure against final design and compare register for all lots, nonconformances and geotechnical releases.	Proposed: baseline — Final geometry meets [Fill: As-built tolerances / survey coverage]; every lot has linked test/acceptance evidence and open deviations have approved disposition before handover.	Guidance only; see Source Register: NSW-QMG, TMR-MRTS04, HUTCHIES-SUI TE	Proposed: Each completed zone before subsequent work / package closeout.	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.	Earthworks as-built survey and lot closeout 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] | earthworks-ity-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
EAR-01 Planning and geotechnical basis	Proposed: baseline — Confirm earthworks zones, cut/fill limits, geotechnical design, material classes, lot/testing rules and service constraints. Method: Proposed: baseline — Review current drawings, geotechnical report, specification, survey control, services information and approved work method. Accept when: Proposed: baseline — Current documents define [Fill: Scope / earthworks zones], [Fill: Material classification / acceptance], [Fill: Compaction criteria], [Fill: Lot size / test frequency] and [Fill: Design geometry, survey tolerances and deliverables]; identify conflicts and missing geotechnical dispositions. Record: Earthworks document and lot plan		Date: _____ Document title / number: _____ Revision / issue date: _____ Geotechnical report reference: _____ Lot/testing plan reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-02 Survey control and set-out	Proposed: baseline — Verify survey control, limits, formation levels and service/set-out references before disturbance. Method: Proposed: baseline — Check control marks and survey set-out against approved drawings and survey plan. Accept when: Proposed: baseline — Control points are current and protected; limits and levels match [Fill: Set-out / tolerances]; conflicts with services or boundaries are resolved before excavation. Record: Survey control and set-out record		Date: _____ Area / chainage: _____ Control mark ID: _____ Design level (m): _____ Set-out level (m): _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-03 Service clearance and permits	Proposed: baseline — Confirm service searches, locating, permits and protection/diversion arrangements for the planned excavation. Method: Proposed: baseline — Review current service plans and clearance permits; record field locating/markings and required authority releases. Accept when: Proposed: baseline — Required services are located/protected and permits/clearances for [Fill: Earthworks activity and physical boundaries] are current before excavation; unknown services stop affected work for instruction. Record: Services clearance / excavation permit		Date: _____ Service type / owner: _____ Marked location: _____ Permit / clearance ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-04 Clearing and topsoil stripping	Proposed: baseline — Check clearing boundaries, topsoil/vegetation stripping, salvage and stockpile locations. Method: Proposed: baseline — Observe limits and compare stripped material handling with environmental and earthworks requirements. Accept when: Proposed: baseline — Work remains within [Fill: Clearing / topsoil handling limits]; topsoil and unsuitable material are segregated, identified and stored/disposed as specified. Record: Clearing and stripping checklist		Date: _____ Area / chainage: _____ Stripped depth (mm): _____ Stockpile ID/location: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-05 Unsuitable material and groundwater	Proposed: baseline — Identify soft, wet, contaminated or otherwise unsuitable material and unexpected groundwater during excavation. Method: Proposed: baseline — Visual inspection and geotechnical review where required; record extent, photographs, removal and replacement instructions. Accept when: Proposed: baseline — Unexpected conditions are referred under [Fill: Geotechnical referral and release process]; removal limits and replacement material are documented before covering. Record: Unsuitable material / geotechnical disposition record		Date: _____ Location / depth: _____ Extent / volume (m³): _____ Observed condition: _____ Geotechnical instruction ref: _____ 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
EAR-06 Excavation dimensions and formation	Proposed: baseline — Check excavation limits, lines, levels, stability and formation against drawings/geotechnical requirements. Method: Proposed: baseline — Measure/survey formation and inspect condition; involve geotechnical engineer where specified. Accept when: Proposed: baseline — Excavation geometry matches [Fill: Excavation geometry / level criteria] and founding condition meets documented [Fill: Founding condition / bearing criteria]; changed conditions receive written disposition before blinding/fill/structure. Record: Excavation and formation release		Date: _____ Area / footing ID: _____ Formation level (m): _____ Depth (m): _____ Geotechnical release ref: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-07 Fill source and material approval	Proposed: baseline — Verify source, classification, sampling and approval for each proposed fill material. Method: Proposed: baseline — Review source approval and lab classification/test certificates; reconcile delivered material with approved source/material ID. Accept when: Proposed: baseline — Material is approved for [Fill: Fill use / zone] and meets [Fill: Required material properties]; any source or material change is approved and tested before placement. Record: Fill material approval register		Date: _____ Source / quarry: _____ Material / class: _____ Sample / report ID: _____ Approval reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-08 Subgrade preparation and proof condition	Proposed: baseline — Check exposed subgrade is trimmed, drained and free from unacceptable disturbance before placing fill or pavement layers. Method: Proposed: baseline — Visual walkover and specified proof roll or geotechnical inspection; record soft spots and remediation. Accept when: Proposed: baseline — Subgrade matches [Fill: Subgrade condition / proof criteria] and any required proof/engineer release is documented; remedial areas are retested or re-released. Record: Subgrade inspection and release		Date: _____ Area / chainage: _____ Proof method: _____ Soft spot / treatment: _____ Release reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-09 Fill placement layer controls	Proposed: baseline — Check placed material type, placement area, loose layer thickness and segregation before compaction. Method: Proposed: baseline — Observe placement; measure layer thickness and compare material and equipment/work method with approved trial or specification. Accept when: Proposed: baseline — Material matches approved source; layer and method comply with [Fill: Layer thickness / method criteria] and project/geotechnical requirements. Record: Layer placement log		Date: _____ Lot ID: _____ Layer number: _____ Material ID: _____ Loose thickness (mm): _____ Compaction plant: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-10 Moisture conditioning and compaction	Proposed: baseline — Verify moisture conditioning and compaction method are appropriate to approved material and project requirement. Method: Proposed: baseline — Observe water addition/aeration and compaction passes/equipment; record method where required by project. Accept when: Proposed: baseline — Conditioning and compaction follow [Fill: Compaction / moisture conditioning method] for the approved material; do not infer target moisture or density. Record: Compaction process log		Date: _____ Lot ID: _____ Layer number: _____ Conditioning action: _____ Plant / passes: _____ 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
EAR-11 In-situ density and material testing	Proposed: baseline — Arrange specified field/lab testing and link each result to the correct lot, layer, location and material. Method: Proposed: baseline — Use project-nominated methods and qualified/lab personnel; map test locations and compare results with exact project limits. Accept when: Proposed: baseline — Test method, rate, lot coverage and acceptance match [Fill: Density / compaction limits] and [Fill: Lot/test frequency]; failed/invalid tests trigger documented rework and retest. Record: Earthworks lot and test register		Date: _____ Lot ID: _____ Layer number: _____ Test location / coordinates: _____ Test method: _____ Measured result: _____ Applicable criterion: _____ Lab report ID: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-12 Nonconformance, rework and retest	Proposed: baseline — Track failed tests, unsuitable areas and corrective work through acceptable retest or written disposition. Method: Proposed: baseline — Review test/NCR records, identify affected lot and layer, verify rework boundaries and retest. Accept when: Proposed: baseline — Affected work is not covered or released until retest meets [Fill: Compaction acceptance values and test methods by zone/material] or a documented authorised disposition is issued; preserve test-to-lot traceability. Record: Earthworks NCR and retest register		Date: _____ NCR ID: _____ Affected lot/layer: _____ Rework performed: _____ Retest report / result: _____ Approval reference: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-13 Trench backfill and reinstatement	Proposed: baseline — Check bedding, haunch/side support, pipe protection and backfill material/layers for trench works. Method: Proposed: baseline — Inspect before concealment and record material, layer placement, specified compaction tests and surface reinstatement. Accept when: Proposed: baseline — Trench components and backfill comply with [Fill: Trench zone materials / compaction / cover criteria]; record service owner/inspection release and test evidence before cover. Record: Trench backfill and pre-cover record		Date: _____ Chainage / section: _____ Bedding material / thickness: _____ Cover / level: _____ Density test report / result: _____ Result / disposition: _____ Corrective action / retest ref.: _____			
EAR-14 Drainage, erosion and water management	Proposed: baseline — Check temporary drainage, dewatering, erosion/sediment controls and protection of completed formation/fill. Method: Proposed: baseline — Inspect controls before and during work and after rainfall/change events against approved environmental/site plans. Accept when: Proposed: baseline — Controls and discharge arrangements match [Fill: Water / erosion control requirements]; erosion, contamination or softening is corrected and affected work reassessed before acceptance. Record: Water and erosion control inspection log		Date: _____ Area: _____ Control inspected: _____ Rain/event/time: _____ Action / closeout: _____ 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
EAR-15 Final levels, geometry and closeout	Proposed: baseline — Survey completed surfaces, batters, slopes, formation and interfaces; compile material, lot and test records. Method: Proposed: baseline — Survey/measure against final design and compare register for all lots, nonconformances and geotechnical releases. Accept when: Proposed: baseline — Final geometry meets [Fill: As-built tolerances / survey coverage]; every lot has linked test/acceptance evidence and open deviations have approved disposition before handover. Record: Earthworks as-built survey and lot closeout register		Date: _____ Zone / chainage: _____ Design level (m): _____ As-built level (m): _____ Survey report ref: _____ Lot closeout 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-MRTS04	Queensland TMR MRTS04 General Earthworks (March 2025)	See linked source; verify current edition and project adoption	guidance	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-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	EAR-01	EAR-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	EAR-02	EAR-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	EAR-03	EAR-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	EAR-04	EAR-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	EAR-05	EAR-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	EAR-06	EAR-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	EAR-07	EAR-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	EAR-08	EAR-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	EAR-09	EAR-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	EAR-10	EAR-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	EAR-11	EAR-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	EAR-12	EAR-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	EAR-13	EAR-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	EAR-14	EAR-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	EAR-15	EAR-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.