

Construction ITP Inspection and Quality Records Register

Blank quality workflow record | Enter only project-defined actions and events supported by current records

Scope

Included: Cross-trade register structure for identifying controlled requirements, ITP checkpoints, responsible and notified roles, actual inspection or test record references, open issues, evidence and separately documented completion, release and handover status. Each row is an index entry, not a substitute for the underlying evidence.

Excluded: Creating project acceptance criteria, selecting standards or test methods, deciding whether an inspection passes, recording work that did not occur, approving a hold-point release, certifying compliance, or replacing the contract, approved ITP, test report, NCR, as-built drawing, certificate or O&M document.

Use and project setup

Project field: Project / contract / principal _____

Project field: Package / trade / contractor _____

Project field: Register owner / role _____

Project field: Register issue / revision / date _____

Project field: Contract quality plan / ITP source and revision _____

Project field: Record naming / document control procedure _____

Project field: Project handover or dossier index reference _____

Before inspection: Current contract, specification, approved drawings and ITPs — Use project-controlled sources to define the required checks, acceptance basis, notice rules, checkpoint type and release authority. This register supplies none of those requirements.

Before inspection: Project document numbering and retention rules — Confirm record IDs, revisions, status terms, file location, required metadata, retention period and dossier format from the contract and document control procedure.

Before inspection: Actual inspection, test and material evidence — Index source records that exist, including reports, certificates, photos or supplier records where required. An index row does not reproduce or verify its source document.

Before inspection: Issue, recheck and NCR references — Link unresolved findings and later evidence to the applicable NCR or corrective-action record. NCR closure does not itself close a separate ITP or contract release.

Before inspection: Separate release and handover requirements — Identify project-assigned release and handover roles, required decision records and outstanding conditions. Do not infer release or handover acceptance from a populated index.

How to use

1. Create the register from the current contract, approved quality plan, ITPs and document-control procedure. Record each source revision and its project owner.
2. Use a stable project record identifier for each requirement or checkpoint and retain its link to the controlling clause, drawing, ITP and applicable location or lot.
3. Record checkpoint type and notice arrangements exactly as assigned in project documents. Enter planned requirements separately from an actual inspection or test result.
4. Add actual events only after they occur. Link the result, inspector, date, evidence file and any NCR or recheck to the underlying record. Leave unknown, future and incomplete events blank or use the project-defined pending term.
5. Index source documents with their actual title, revision, date, author or issuer, status and controlled location. The index is a navigation aid; preserve each original report or evidence file.
6. Track action status, inspection result, NCR closure, contractual release and handover completeness in their own fields. Use only the authority and status definitions established by the project.
7. Reconcile the register against the contract handover schedule and project document-control process before a responsible project reviewer records completion.

Important: Blank register. Populate it from the current controlled project documents and the project records actually created. Every status, date, result, role and document reference remains blank until evidenced. NCR closure, inspection result, contractual release and dossier/handover completeness are distinct fields and decisions. A complete index does not establish that indexed work complies.

ITP document register

Index controlled ITP documents and revisions required by the project. Each row points to a source file. Record status and supersession only from the document-control process; an index entry does not approve the ITP.

Project / contract: _____ Register owner / role: _____ Revision / date: _____

Package / area	ITP ID / title	Revision / issue date	Document status / source	Owner / reviewer	Controlled file location	Superseded by / review reference

Quality workflow record

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

REG-01 Register basis and document control

What to observe	Identify the contract quality and document-control sources governing this register.
How to check	Record approved quality plan and ITP revisions, register owner, numbering convention, document repository, status vocabulary and any contract handover schedule.
Acceptance basis	The register basis is traceable to current project-controlled sources. A sample clause or external guide is not substituted for the actual contract.
Reference to verify	Executed contract and amendments, approved quality plan, document-control procedure and current ITP index.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Contract / package reference	_____
Quality plan / revision	_____
ITP list / revisions	_____
Register owner / role	_____
Document-control procedure	_____
Handover schedule / revision	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-02 Requirement and checkpoint mapping

What to observe	Link each required checkpoint to the source requirement, ITP and defined project record.
How to check	Index the requirement clause or drawing detail, ITP item and record identifier. Enter Hold, Witness, Review or other checkpoint terms only where the project assigns them.
Acceptance basis	The mapping uses the controlled project wording and revision. The register does not create acceptance criteria, notice periods, a checkpoint type or an authority.
Reference to verify	Current contract specifications, approved drawings, submittals and ITPs.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Requirement / clause / drawing detail	_____
Source revision	_____
ITP ID / item	_____
Checkpoint type exactly as assigned	_____
Project record ID	_____
Required notice / source	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-03 Assigned people and planned notices

What to observe	Record project-assigned inspection roles and actual notice obligations without implying the event occurred.
How to check	Link named roles to the contract or ITP and record planned dates or notice details only when the project schedule provides them. Record sent notices in the event history with their real reference and timestamp.
Acceptance basis	The planned requirement and actual notification evidence remain distinct. No witness attendance or notice compliance is inferred from an assigned role.
Reference to verify	Project ITP, communication procedure, contract notice clauses and actual notice records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Assigned inspector / role	_____
Client / verifier role if required	_____
Project notice period / source	_____
Planned event date / basis	_____
Actual notice reference / date	_____
Attendance / response evidence	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-04 Actual inspection and test records

What to observe	Index an inspection or test only when its underlying project record exists.
How to check	Record the actual record ID, date, location or lot, issuer, method and source acceptance reference. Link the signed or issued report, instrument output, material certificate or photo only where the project requires it.
Acceptance basis	The register stores evidence references and actual status supplied by the source record. It does not calculate or assign Pass, Fail, N/A or test acceptance.
Reference to verify	Approved ITP, applicable project method and original inspection/test report or certificate.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Inspection / report ID and revision	_____
Actual date / time / location	_____
Issuer / role	_____
Method and acceptance source	_____
Actual result copied with source	_____
Evidence file / controlled location	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-05 Material and supplier records

What to observe	Index material and supplier records required by the project for the relevant work lot.
How to check	Link certificates, delivery records, product data, approvals and batch/heat/serial identifiers to the actual location or asset where required. Confirm document identity and status in the controlled repository.
Acceptance basis	Only records required by the project and actually supplied or issued are indexed. A listed certificate does not by itself approve design or prove installation conformity.
Reference to verify	Project specification, approved submittals, procurement/traceability process and source supplier records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Product / material / supplier	_____
Batch / heat / serial / lot	_____
Required certificate / submittal	_____
Actual document ID / revision	_____
Mapped area / installed quantity	_____
Review / status source	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-06 NCR, action and recheck links

What to observe	Link a nonconformance and its later records without treating an NCR closeout as an inspection result or release.
How to check	Record the NCR ID, affected lots, authorised disposition, actual action evidence, recheck record and separate open conditions from the source records.
Acceptance basis	NCR status is copied from its authorised record. Any ITP checkpoint, concealment or contractual release remains a separate status and decision.
Reference to verify	Project NCR procedure, issued disposition, recheck record and contract/ITP release requirements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
NCR ID / revision	_____
Affected lot / checkpoint	_____
Disposition authority / reference	_____
Action evidence / date	_____
Recheck source / actual status	_____
Separate release status / reference	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-07 Conformity record index

What to observe	Index final records and source documents required by the actual contract handover schedule.
How to check	Link issued as-executed information, O&M manuals, test reports, material records, notices, certifications and other applicable records to the project schedule and controlled file location.
Acceptance basis	The register points to the source file and its actual revision/status. It is not a substitute for the original evidence or proof that every project-required document has been accepted.
Reference to verify	Executed contract handover requirements, controlled dossier index and source document register.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Handover item / contract source	_____
Required document / owner	_____
Actual file / record ID	_____
Revision / issue date	_____
Controlled repository path	_____
Review / acceptance reference if required	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Quality workflow record

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

REG-08 Separate release and handover review

What to observe	Record the actual project release and handover decisions in their designated records.
How to check	Identify outstanding checkpoints and document conditions. Link the named authorised decision maker, decision, date, scope, conditions and separate record reference for any release or handover review.
Acceptance basis	A populated register does not establish compliance, completion, formal release or accepted handover. Those statuses require their own project evidence and authority.
Reference to verify	Contract, approved ITP, hold-point/notice process, release instruction and handover review record.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Open checkpoint / issue	_____
Required outstanding document	_____
Release authority / source	_____
Actual release decision / reference	_____
Handover review / decision reference	_____
Conditions / follow-up owner	_____
Workflow stage / action status (project-defined)	
Entry by / role / date	
Supporting record / evidence reference	
Next action / linked issue or separate release reference	

Actual inspection and record events

Add an entry only after the inspection, test, notice, record issue or review occurs. Link it to the controlling ITP and underlying record. A blank row is not a planned or completed event.

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

Location / area: _____ Record reference / revision: _____

Date / time	ITP ID / revision / checkpoint	Location / lot	Event type / source	Inspector / issuer / role	Actual result / status source	Report / evidence ID	Issue / release / handover link

Issues and corrective action

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

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

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

Register and dossier review

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

Register review status

☐ Records being compiled

☐ Project review or source record outstanding

☐ Index reviewed under the project process

Choose only the state evidenced by the project process. Index review does not establish compliance, approve an inspection result, close an NCR or make a contractual release decision.

Handover roles and references

Register owner / role / revision _____

Source record reviewer / reference _____

NCR and action owner / status source _____

Release authority / separate record _____

Handover reviewer / decision and conditions _____

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

Source notes

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

NSW Government, Quality management guidelines for construction

Role: Official NSW Government construction procurement guidance. The page describes NSW Government project scope and gives examples of quality-plan, ITP, nonconformity, document-control, register and handover record interfaces. Its sample GC21 clauses are not universal requirements and apply only when adopted by a project's actual contract. The linked Appendix D ITP DOCX was not readable in the source check, so no claim about its detailed contents is made.

Locator: Use the page headings "Scope and purpose" and "Contents of a quality management plan" for NSW Government context, quality-plan content and record management. Under the sample contract clauses, see the GC21 examples concerning quality records, conformity registers, nonconforming work and handover. These examples are NSW/GC21-specific and apply only when adopted by the project contract. Appendix D is linked on the page, but its DOCX body was not verified.

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