

Free Contract-Specific Roadworks Pavement Work Package Inspection and Test Plan Template

A deliberately bounded interface baseline for a project-defined road pavement package from released formation/subgrade through unbound base/subbase and the specified surfacing interface, test evidence, survey and handover. Use only when the actual contract defines these activities and documents their criteria. It is not a national roadworks specification. Excludes drainage, bridges, pavement design, traffic management design, geotechnical design and unselected stabilisation or concrete pavement systems.

Project	[Enter project / state / parties]
Package	roadworks
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

Project jurisdiction and approval context: [Enter project source / decision] Identify state or territory, building class/use where relevant, authority and applicable approvals.

Approved drawings, schedules and revisions: [Enter project source / decision] Identify the exact controlled plan, detail, schedule, room/zone/line locator and revision.

Contract specification and adopted standards: [Enter project source / decision] Record the project clauses, adopted editions, annexures and precedence; verify actual adoption.

Approved materials and product system: [Enter project source / decision] Identify approved products, batch/source, technical data and installation instructions.

Approved installation method and procedures: [Enter project source / decision] Identify approved procedure, work method, manufacturer instructions and current revision.

Assigned performer, reviewer and external control roles: [Enter project source / decision] Record named roles, authority, required notices and any contract-assigned hold/witness/release.

Project records and handover submission rules: [Enter project source / decision] Identify required record formats, photographs, certificates, reports, recipients and closeout process.

Trade, authority and work-package interfaces: [Enter project source / decision] Define boundaries, predecessor readiness, penetrations/services, other trades and acceptance owner.

Project inspection/testing plan and acceptance basis: [Enter project source / decision] Copy actual method, instrument/lab, locations, lot, frequency, acceptance and report requirements.

Site safety, access and environmental controls: [Enter project source / decision] Identify site-specific risk controls, permits, access arrangements and environmental obligations.

Inspection and Test Plan

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

ROA-01 · Contract, road chainage and pavement scope release

Inspection / test	Confirm contract jurisdiction/client, work limits, chainage/lanes, pavement design, selected layers and adopted specification editions.
Method	Review contract, drawings, pavement schedule, annexures, hold/witness schedule and project quality plan; map each activity to its governing clause.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Road pavement scope and source register
Applicability / remarks	Template is applicable only if these activities and sources are adopted by the project contract. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-02 · Survey control, set-out and services/interface readiness

Inspection / test	Verify current survey controls, pavement geometry, drainage/utility interfaces and cleared work-front boundaries are identified.
Method	Check approved setting-out and interface records against drawings, survey control documentation and permit/traffic staging requirements.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Pavement work-front survey and interface record
Applicability / remarks	No set-out tolerance or authority control is inferred. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-03 · Material source, mix/design submissions and delivery traceability

Inspection / test	Confirm required material/product source approvals and project-specific design/submittal records are accepted before use.
Method	Reconcile source approval, mix/design submissions, delivery tickets and stockpile/lot identification with contract documents.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Roadworks materials approval and traceability register
Applicability / remarks	Material classes and mix criteria are project-specific. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-04 • Formation and subgrade release

Inspection / test	Inspect formation/subgrade handover, geometry and specified evidence before the next pavement layer is placed.
Method	Review earthworks/subgrade records and any required geotechnical/survey dispositions against the contract-defined acceptance and release process.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Formation and subgrade release dossier
Applicability / remarks	Any earthworks tests or acceptance values must come from this contract and responsible designer. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-05 · Unbound layer placement and interface

Inspection / test	Record layer identity, source, work limits, placement/compaction method and interfaces for the specified granular pavement activity.
Method	Inspect the work front and compare records against the adopted project specification, approved construction procedure and material submittal.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Unbound pavement layer placement record
Applicability / remarks	No TMR default lot size, compaction value or frequency is applied nationally. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-06 · Project-specified pavement tests and report reconciliation

Inspection / test	Check project-defined test plan coverage and reconcile issued results to layer, lot and work-front identities.
Method	Compare report identifiers, locations, method, criterion source, disposition and retests with contract annexures and the approved ITP.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Pavement testing and results register
Applicability / remarks	This row records test evidence; it does not prescribe testing, acceptance values, frequency or lotting. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-07 • Asphalt or specified surfacing interface

Inspection / test	Where asphalt or another surfacing is selected, verify plant/delivery/work-front records and surface interface evidence required by the adopted contract.
Method	Review the selected surfacing specification, annexure, delivery/mix records, joints/interface records and any specified trial or conformity documents.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Surfacing work-front and conformity record
Applicability / remarks	Do not apply a TMR or TfNSW procedure unless the contract expressly adopts it. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-08 · Conformance survey and as-constructed geometry

Inspection / test	Reconcile required survey/as-constructed records for the included pavement layers and final surface.
Method	Compare survey report identity, coordinate/datum, chainage coverage and contract-required geometry items against approved drawings and survey plan.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Pavement conformance survey register
Applicability / remarks	No geometry tolerance is supplied; survey criteria must be project-sourced. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROA-09 · Defects, lot disposition and roadworks closeout

Inspection / test	Close the pavement evidence pack by tracking nonconformances, accepted dispositions, test/survey reports and contractual submission.
Method	Reconcile each lot/work front to records and submission requirements; preserve unresolved defects and approval interfaces as open.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
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	Road pavement lot closeout and handover index
Applicability / remarks	No lot is marked conforming or accepted by this template. 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.

ROA-01 • Contract, road chainage and pavement scope release

Field	Actual entry / evidence
Contract / jurisdiction	
Chainage / lane / limits	
Pavement layer schedule ref.	
Adopted specs / annexure list	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-02 · Survey control, set-out and services/interface readiness

Field	Actual entry / evidence
Chainage / lane / work front	
Control / set-out ref.	
Drainage / utility / structure interface	
Permit / staging record ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-03 · Material source, mix/design submissions and delivery traceability

Field	Actual entry / evidence
Layer / material type	
Quarry / supplier / source ref.	
Mix / design approval ref.	
Delivery / material lot locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-04 • Formation and subgrade release

Field	Actual entry / evidence
Chainage / lane / lot	
Formation / subgrade criteria locator	
Project report / test ref.	
Assigned review / release evidence	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-05 · Unbound layer placement and interface

Field	Actual entry / evidence
Base / subbase layer ID	
Chainage / lane / lot	
Material source / delivery refs.	
Approved method / clause locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-06 · Project-specified pavement tests and report reconciliation

Field	Actual entry / evidence
Layer / work activity	
Contract lot / chainage	
Test method / clause	
Report / result / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-07 • Asphalt or specified surfacing interface

Field	Actual entry / evidence
Surfacing system / contract item	
Chainage / lane / lot	
Mix / delivery / plant records	
Trial / conformity / defect report ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-08 • Conformance survey and as-constructed geometry

Field	Actual entry / evidence
Layer / final surface	
Chainage / lane / limits	
Survey file / report ref.	
Datum / criteria locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROA-09 · Defects, lot disposition and roadworks closeout

Field	Actual entry / evidence
Chainage / lot / layer	
NCR / disposition refs.	
Test / survey report index	
Submission / recipient / status 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

Queensland TMR, MRTS04 General Earthworks (March 2025)

Official TMR PDF and official current-version index reviewed. PDF title/scope and clauses on earthworks, geometry, tests/records and schedule-controlled requirements inspected; Queensland document only.

https://www.msq.qld.gov.au/tmr_site_msqinternet/_/media/busind/techstdpubs/specifications-and-drawings/specifications/3-roadworks-drainage-culverts-and-geotechnical/mrts04.pdf?hash=3519F4807C1A01165A98203D3E84B5B2&sc_lang=en

Queensland transport specification example for staged evidence only. It is not nationwide/default contract criteria; no numerical requirement is copied.

Queensland TMR, MRTS05 Unbound Pavements (July 2022)

Official index and July 2022 MRTS05 PDF inspected. The specification identifies pavement construction, material traceability, construction procedure and contract-specific testing; Appendix A expressly labels defaults for typical TMR projects and permits project-specific frequencies through annexure.

https://www.tmr.qld.gov.au/_/media/busind/techstdpubs/specifications-and-drawings/specifications/5-pavements-subgrade-and-surfacing/mrts05.pdf?hash=FA4FCFC32F0F33D6FA2791854C2A0154&sc_lang=en

Evidence-interface example only. No TMR lot sizes or frequencies are carried into this generic resource.

TfNSW, R116 Heavy Duty Dense Graded Asphalt (document page via official standards portal)

Official portal document record and quality guide identify asphalt conformity evidence examples (mix design, binder conformity, trial section and records). Full document clauses not applied as generic requirements.

https://standards.transport.nsw.gov.au/_entity/annotation/92d8cecd-b735-ed11-9db2-000d3ae019e0

NSW-specific transport contract example; supports evidence traceability only.

Construction Quality Australia, How to create an Inspection and Test Plan (ITP)

Public industry guide; sections on sequencing activities, method, acceptance source, responsibility, control points and records. Reviewed 2026-10-07.

<https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-itp>

Structure and record-design guidance only. It does not create project criteria, jurisdictional rules or control points.

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.