

Structural Steel Erection ITP Template

Project-specific baseline for site receipt, support interfaces, erection readiness, member placement, connections, geometry evidence and handover. It does not design lifting operations, temporary works, structural stability or determine tolerances, fastener values, weld acceptance or contractual release rights.

Project	[Enter project / state / parties]
Package	steel-erection
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

Approved structural and steelwork drawings / revisions: [Enter project source / decision] Identify contract drawing register, structural sheets, steel schedules, connection details and controlled revisions.

Specified construction category and design basis: [Enter project source / decision] Enter the category and exact source/decision; do not select a category in this template.

Fabrication, subcontractor and handover boundary: [Enter project source / decision] Identify who details, processes, welds, inspects, coats, transports, erects and supplies records.

Approved erection sequence / temporary stability documents: [Enter project source / decision] Use approved project erection and temporary works documents. This ITP does not design lifts, bracing or temporary works.

Performing, reviewing, witness and release roles: [Enter project source / decision] Keep contractor checks distinct from client/consultant contractual rights; source H/W notice and release arrangements.

Steel grade, product and certification requirements: [Enter project source / decision] Use project specification and adopted material standards/editions; preserve source and any exceptions.

Project record, submission and closeout requirements: [Enter project source / decision] Identify required registers, dossier index, report format and handover records.

Anchor/holding-down bolt and base interface requirements: [Enter project source / decision] Identify concrete interface records, surveyed positions, approved details and assigned discrepancy decision-maker.

Project geometry / survey tolerances and evidence: [Enter project source / decision] Cite actual drawing or specification items and survey method; no generic tolerances are supplied.

Structural fastener system and verification requirements: [Enter project source / decision] Identify specified assemblies, supply references, installation method and any verification evidence.

Site welding scope and project welding regime: [Enter project source / decision] Identify actual joints, approved procedure, required personnel and inspection/NDT evidence if included.

Weld category, WPS, personnel evidence and acceptance: [Enter project source / decision] Identify only the contract-specified welding regime, required approvals and evidence.

Specified NDT method, extent, timing and acceptance: [Enter project source / decision] Copy only from the governing project documents; if absent, identify the exact gap.

Specified grout / baseplate interface scope: [Enter project source / decision] Confirm included activities, approved product/method, substrate conditions and acceptance documents.

Inspection and Test Plan

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

ERE-01 • Erection package and workfront release inputs

Inspection / test	Confirm erection scope, received member schedule, interface boundaries and approved sequence documents are identified for the workfront.
Method	Review contract scope, erection drawings/revisions, member list, approved sequence/temporary stability documents and project inspection/control requirements before site assembly.
Acceptance condition	The workfront and member/connection references map to controlled approved documents; required technical approvals and assigned decision roles are identifiable before the relevant operation. Project acceptance basis to complete from the controlled source: [Enter Approved structural and steelwork drawings / revisions], [Enter Specified construction category and design basis], [Enter Approved erection sequence / temporary stability documents].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Erection workfront and document register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-02 • Delivery receipt and member identity

Inspection / test	Check delivered member marks, packing identity, traceability handover and visible transport condition before distribution to the workforce.
Method	Compare delivery docket and packing list with member marks and fabrication dossier; inspect for visible damage or identity gaps and link exceptions to the affected item.
Acceptance condition	The received member and evidence map to the dispatch records and project material register; damage, missing records or untraceable items are identified and dispositioned before use. Project acceptance basis to complete from the controlled source: [Enter Steel grade, product and certification requirements], [Enter Project record, submission and closeout requirements], [Enter Fabrication, subcontractor and handover boundary].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Site steel receiving and discrepancy register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-03 • Base and anchor interface before steel placement

Inspection / test	Verify the assigned interface evidence for support locations and anchors before steelwork is placed or the interface becomes inaccessible.
Method	Compare the concrete/anchor handover and survey record with the approved steel drawings and project-defined interface criteria; record point/location references and unresolved deviations.
Acceptance condition	The inspected support and anchor evidence is traceable to the drawing and assigned interface acceptance source; unresolved deviations have written direction from the project-designated decision role. Project acceptance basis to complete from the controlled source: [Enter Anchor/holding-down bolt and base interface requirements], [Enter Project geometry / survey tolerances and evidence].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Base / anchor interface and survey record
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-04 • Pre-erection temporary stability and readiness documents

Inspection / test	Confirm the approved project erection and temporary stability documentation relevant to the next operation is available to the assigned team.
Method	Check controlled sequence, temporary works/bracing details and any required engineered approvals or release documents; verify revisions and workfront applicability. This check does not design or validate a lift.
Acceptance condition	The applicable approved documents and responsible roles are identified for the workfront before the operation; missing or conflicting requirements are referred through the project process. Project acceptance basis to complete from the controlled source: [Enter Approved erection sequence / temporary stability documents].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Erection readiness and briefing reference
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-05 • Member placement, orientation and temporary restraint

Inspection / test	Inspect installed member identity, location/orientation and documented temporary restraint state against the approved erection information.
Method	Identify member and grid/location; compare orientation and connection interface with the erection drawing; record observed restraint/bracing evidence against the project sequence. Do not infer structural stability from visual appearance.
Acceptance condition	Member identity, position and required temporary restraint evidence correspond to the current approved erection documents; any difference or incomplete restraint is escalated to the assigned technical authority. Project acceptance basis to complete from the controlled source: [Enter Approved structural and steelwork drawings / revisions], [Enter Approved erection sequence / temporary stability documents].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Member placement and temporary restraint record
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-06 • Bolted connection assembly and specified verification

Inspection / test	Trace each identified bolted connection to the supplied assembly and project-specified installation/verification evidence.
Method	Identify the connection and fastener lot; compare assembly/installation records with approved connection detail and nominated procedure; record only measurements, tool checks or verification required by project documents.
Acceptance condition	The connection record identifies its project fastener source, installation procedure and required verification evidence; any missing evidence or deviation has a recorded project disposition and recheck. Project acceptance basis to complete from the controlled source: [Enter Structural fastener system and verification requirements].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Bolted connection installation and verification log
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-07 • Site welded connections and inspection evidence

Inspection / test	Where site welding is included, preserve a separate trace from connection identity to approved site procedure, production records and specified inspection reports.
Method	Locate weld by connection/member marks; verify the controlled site WPS and required personnel/process records; connect visual/NDT evidence and repair records to the same weld ID.
Acceptance condition	The site weld has traceable approved procedure and project-required inspection evidence; required repairs/retests and technical dispositions remain linked to the original weld and connection. Project acceptance basis to complete from the controlled source: [Enter Site welding scope and project welding regime], [Enter Weld category, WPS, personnel evidence and acceptance], [Enter Specified NDT method, extent, timing and acceptance].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Site weld map and inspection / NDT index
Applicability / remarks	Conditional: include only if site welding is in the package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ERE-08 • Geometry, connection completion and handover

Inspection / test	Record final project-specified survey/connection evidence and compile unresolved items before handing the frame to follow-on trades.
Method	Compare measured locations and completed connection evidence with identified acceptance sources; reconcile open NCRs, grout/baseplate records where included, as-built changes and required dossier items.
Acceptance condition	The final record links actual observations and reports to member/grid/connection identifiers and project criteria; unresolved items and required releases remain visible for the assigned decision-maker and follow-on trade. Project acceptance basis to complete from the controlled source: [Enter Project geometry / survey tolerances and evidence], [Enter Specified grout / baseplate interface scope], [Enter Project record, submission and closeout requirements], [Enter Approved structural and steelwork drawings / revisions].
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	Proposed: At the identified activity / item / lot before the next step that would obscure or change the evidence; confirm project-defined coverage and timing.
Responsibility	Proposed: Assigned fabricator / erector quality role performs and records; project-assigned reviewer acts only within documented authority. Project role basis: [Enter Performing, reviewing, witness and release 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	Steelwork completion, survey and handover register
Applicability / remarks	Include only when this activity is in the contracted package. 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.

ERE-01 • Erection package and workfront release inputs

Field	Actual entry / evidence
Building / grid / workfront / lot	
Erection drawing / revision	
Approved sequence / temporary stability doc ref.	
Trade / designer / erector interface	
Open decision / release record ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-02 • Delivery receipt and member identity

Field	Actual entry / evidence
Delivery / packing list ref.	
Member / piece mark	
Dossier / certificate / traceability ref.	
Observed transport / storage condition	
Damage / missing evidence / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-03 · Base and anchor interface before steel placement

Field	Actual entry / evidence
Grid / baseplate / support mark	
Anchor group / identification	
Drawing / survey / concrete handover ref.	
Actual position / condition / unit	
Deviation / designer disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-04 · Pre-erection temporary stability and readiness documents

Field	Actual entry / evidence
Planned operation / workfront	
Sequence / revision	
Temporary stability document / approval ref.	
Briefing / interface evidence ref.	
Unresolved conflict / referral ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-05 • Member placement, orientation and temporary restraint

Field	Actual entry / evidence
Member mark	
Grid / level / connection locator	
Erection drawing / revision	
Temporary restraint / brace ref. and observed state	
Deviation / technical direction ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-06 • Bolted connection assembly and specified verification

Field	Actual entry / evidence
Connection / grid / member marks	
Fastener assembly / lot / certificate ref.	
Approved installation procedure ref.	
Actual specified verification / unit / tool ref.	
Deviation / recheck / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-07 • Site welded connections and inspection evidence

Field	Actual entry / evidence
Weld ID / connection / location	
Site WPS / revision	
Production / operator evidence ref.	
Visual / NDT report and result ref.	
Repair / recheck / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ERE-08 • Geometry, connection completion and handover

Field	Actual entry / evidence
Building / grid / level / member IDs	
As-built / survey report and actual value / unit	
Connection completion evidence ref.	
Grout / base interface report ref., if applicable	
NCR / release / handover outstanding item 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

Australian Steel Institute, Fabrication and Erection

Accessed 2026-10-07; sections Steel distribution (product packaging/marketing/traceability), Steel detailing, The fabrication process, Erection of steel structures.

<https://steel.org.au/what-we-do/focus-areas/fabrication-and-erection/>

Industry process overview supporting distinction between shop fabrication and site assembly, interface handoffs, marking/traceability, bolting or site welding, and alignment. It supplies no universal technical acceptance values, frequencies or contract hold points.

Australian Steel Institute, Traceability

Accessed 2026-10-07; sections on steel supply chain, material identification through distribution and processing, component traceability and records.

<https://www.steel.org.au/what-we-do/focus-areas/traceability/>

Industry guidance for preserving a positive link between physical product, markings and compliance documents as steel moves through the supply chain. Not a project specification or universal traceability class.

Queensland Department of Transport and Main Roads, MRTS78 Fabrication of Structural Steelwork, November 2020; TMR Amendment Register, May 2026

MRTS78 Sections 1, 6–12; active official PDF accessed 2026-10-07. TMR Amendment Register, May 2026, MRTS78 Suite entry records later amendment topics including traceability, weld/process details, fastener scope transfer to MRTS278 and reordered control points: https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Specifications-and-drawings/Specifications/amendmentregister.pdf?hash=03180BD61BBB010F98A0432974939A51&sc_lang=en.

<https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Specifications-and-drawings/Specifications/2-Bridges-and-Structures/MRTS78.pdf?la=en>

Queensland transport/bridge specification example only. Its project-specific scope, registered supplier requirements, numeric criteria and Hold/Witness points do not apply to ordinary building projects by default. Confirm the contract-adopted edition and amendment suite before use.

Hutchinson Builders, Safety & Quality Planning downloads (Structural Steel ITP and Report examples)

Accessed 2026-10-07; publicly listed structural steel ITP/report examples inspected as broad sequence and record concepts.

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

Industry example supporting separate shop/site work and traceable record concepts only. Original documents are not reproduced; blank example criteria do not set universal acceptance values or rates.

No referenced source substitutes for the actual contract documents, adopted editions or licensed standards. TMR transport requirements and example project control points apply only to their adopting contracts.