

Structural Steel Fabrication ITP Template

Project-specific baseline for workshop processing, assembly, welding and inspection interfaces, subcontract coating, fabrication records and dispatch to site. It does not certify design, provide a WPS, determine weld/NDT acceptance values, select coatings or create inspection release rights.

Project	[Enter project / state / parties]
Package	steel-fabrication
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.

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.

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

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

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.

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

Specified coating system, preparation, inspection and repair: [Enter project source / decision] Identify applicable paint/galvanizing system and project source; do not assume system or thickness.

Inspection and Test Plan

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

FBR-01 • Package definition and submittal readiness

Inspection / test	Confirm the fabrication lot, downstream erection interfaces and required submissions are defined before steel is released for production.
Method	Compare contract scope, drawing register, steel schedule, submittal register and supplier/subcontract interfaces; flag unresolved revisions or responsibility gaps.
Acceptance condition	The identified lot and interfaces map to the current controlled drawings and specified category; required submissions and unresolved decisions are visible before work proceeds. Project acceptance basis to complete from the controlled source: [Enter Approved structural and steelwork drawings / revisions], [Enter Specified construction category and design basis], [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	Fabrication package and submittal register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-02 • Incoming steel and certificate traceability

Inspection / test	Verify received steel identity and preserve the link from each project lot or member to its supplied compliance documents.
Method	Compare purchase/delivery documentation, physical marks or controlled transfer marks, member/heat references and certificates against the project material schedule; document breaks before processing.
Acceptance condition	The identified product agrees with the specified material record and its compliance documentation remains traceable through the project's required identification level; gaps are segregated and referred for written disposition. Project acceptance basis to complete from the controlled source: [Enter Steel grade, product and certification 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	Incoming material and traceability register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-03 • Detailing and approved shop information

Inspection / test	Check shop details used for manufacture against the controlled design information and record resolved design interfaces.
Method	Review shop drawing, member list, connection/bolt details and revision status against contract drawings and approved design responses; record specific discrepancy references.
Acceptance condition	Released shop information identifies the member and connection being made and has the review/approval status required by the contract; unresolved design changes are not silently incorporated. Project acceptance basis to complete from the controlled source: [Enter Approved structural and steelwork drawings / revisions], [Enter Specified construction category and design basis].
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	Shop drawing review and change register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-04 • Cutting, drilling and edge preparation

Inspection / test	Inspect processed components against their identified drawings and fabrication details before assembly obscures the features.
Method	Identify the member mark; compare cut, hole and edge-preparation features with the cited drawing/detail and approved fabrication information; note the actual inspection evidence and discrepancy location.
Acceptance condition	The inspected member and relevant features correspond to the controlled details and specified preparation; any deviation has a traceable approved disposition before incorporation. Project acceptance basis to complete from the controlled source: [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	Fabrication processing and dimensional record
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-05 • Joint fit-up and assembly before welding

Inspection / test	Verify the identified joint preparation and fit-up against its weld detail before welding changes access to the joint.
Method	Locate the joint on the weld map and compare preparation, alignment, cleanliness, backing and fit-up features that the approved WPS and project detail require; record the observed feature, not a generic pass tick.
Acceptance condition	Joint identity, preparation and fit-up match the cited approved detail and applicable WPS requirements; unresolved departures are held for assigned disposition before welding. Project acceptance basis to complete from the controlled source: [Enter Weld category, WPS, personnel evidence 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	Joint fit-up and weld map record
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-06 • Welding process and weld identity

Inspection / test	Maintain a traceable record connecting each performed weld to its joint, applicable procedure and production evidence.
Method	Review the weld map and production record for the actual joint ID, procedure reference, responsible welder/operator evidence required by the project, date/shift, consumable/control records where specified, and any repair link.
Acceptance condition	Every recorded weld can be traced to its identified joint and applicable approved process evidence; required records are present and discrepancies or repairs remain linked to the original weld identity. Project acceptance basis to complete from the controlled source: [Enter Weld category, WPS, personnel evidence 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	Weld production and repair register
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-07 • Completed weld inspection and specified NDT

Inspection / test	Record visual inspection and only project-specified NDT against the identified weld and acceptance source.
Method	Identify the weld on the weld map; compare observable weld features with the cited criteria; link any NDT request, report, method, extent and result to that same joint. Preserve the original report.
Acceptance condition	The inspection record and any required report identify the weld, method and controlling acceptance reference; required evidence is complete and nonconformances have an assigned disposition and recheck trail. Project acceptance basis to complete from the controlled source: [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	Weld inspection and NDT report index
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-08 • Trial assembly / fabrication geometry

Inspection / test	Where required by the project, verify assembly interfaces and measured geometry against identified drawings before disassembly or shipment.
Method	Record assembly marks and measurement locations; compare actual measured features with the project-nominated drawing dimensions/tolerances and identify instrument/report references.
Acceptance condition	The assembly, measurement location and actual observations are traceable to the controlled acceptance source; results outside or without a source are referred for project disposition. Project acceptance basis to complete from the controlled source: [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	Trial assembly and dimensional survey record
Applicability / remarks	Conditional: include where trial assembly or a defined dimensional verification is required by the project. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-09 • Surface preparation, coating and repair interface

Inspection / test	Verify specified surface treatment evidence and retain identification through subcontract processing and return to the fabricator.
Method	Compare the coating work order and member marks with specified system documents; review preparation/application/environmental readings and repair records only where required by the project; link subcontract report to each lot/member.
Acceptance condition	The delivered coating evidence identifies the specified system, inspected lot/member and source criteria; incomplete, damaged or discrepant areas have traceable project disposition and repair evidence. Project acceptance basis to complete from the controlled source: [Enter Specified coating system, preparation, inspection and repair].
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	Surface treatment and coating traceability record
Applicability / remarks	Include only when this activity is in the contracted package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FBR-10 • Fabrication dossier and dispatch release interface

Inspection / test	Compile the required manufacturing evidence and maintain the link from shop lot/member marks to packing and receiving records.
Method	Reconcile material certificates, traceability, shop drawing revisions, weld map and inspection reports, coating evidence, NCR dispositions and member/packing list against project dossier requirements.
Acceptance condition	The required dossier index identifies the supplied member/lot and controlled documents; open exceptions and delivery/erection handover items are clearly listed for assigned project review. Project acceptance basis to complete from the controlled source: [Enter Project record, submission and closeout requirements], [Enter Fabrication, subcontractor and handover boundary], [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	Fabrication dossier index and dispatch 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.

FBR-01 • Package definition and submittal readiness

Field	Actual entry / evidence
Package / lot reference	
Drawing and revision	
Detailer / processor / coater / erector interface	
Open decision / action reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-02 • Incoming steel and certificate traceability

Field	Actual entry / evidence
Member / piece mark	
Heat / batch / source ID	
Specified material designation	
Certificate and source document ref.	
Traceability gap / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-03 • Detailing and approved shop information

Field	Actual entry / evidence
Member / assembly mark	
Shop drawing / revision / detail	
Design drawing / revision / detail	
RFI / design response / approval ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-04 • Cutting, drilling and edge preparation

Field	Actual entry / evidence
Member mark	
Cut / hole / edge feature and drawing locator	
Observed dimension / condition and unit	
Measurement method / tool ref.	
Deviation / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-05 • Joint fit-up and assembly before welding

Field	Actual entry / evidence
Weld ID / member and joint locator	
Weld map / drawing revision	
WPS reference / revision	
Observed fit-up feature / condition	
Deviation / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-06 • Welding process and weld identity

Field	Actual entry / evidence
Weld ID / member / location	
WPS / revision	
Welder / operator evidence ref.	
Date / production record ref.	
Repair / reinspection ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-07 • Completed weld inspection and specified NDT

Field	Actual entry / evidence
Weld ID / member / location	
Acceptance source / clause	
Visual observation / disposition	
NDT method / report / result ref.	
NCR / repair / recheck ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-08 • Trial assembly / fabrication geometry

Field	Actual entry / evidence
Assembly / member marks	
Measurement point / drawing locator	
Observed dimension / unit	
Drawing / tolerance source	
Survey / instrument / report ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-09 • Surface preparation, coating and repair interface

Field	Actual entry / evidence
Member / lot mark	
Specified coating system / source	
Subcontractor / process record ref.	
Observed inspection / reading / unit if specified	
Damage / repair / reinspection ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FBR-10 • Fabrication dossier and dispatch release interface

Field	Actual entry / evidence
Fabrication lot / packing list	
Member marks / quantity basis	
Dossier index / revision	
Open NCR / concession / missing evidence ref.	
Transport / receiving interface 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.