

Subgrade and Formation Inspection Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: inspection observations at exposed subgrade or formation before the next work stage, linked to approved drawings, geotechnical direction and survey records.

Excluded: founding-capacity certification, geotechnical design, proof-roll or density results unless separately recorded from an approved procedure, and universal tolerances or release authority.

Use and project setup

Project field: Project / location / jurisdiction _____

Project field: Work area / chainage / grid / lot _____

Project field: Formation type / cut or fill _____

Project field: Approved drawing / revision / level datum _____

Project field: Geotechnical report / direction ref _____

Project field: Weather / water condition _____

Project field: Survey / proofing / photo refs _____

Project field: Open treatment / disposition / handover refs _____

Before inspection: Approved earthworks, pavement/foundation and set-out drawings — Identify work limits, intended formation level, datum, crossfall and next-stage interface.

Before inspection: Geotechnical report and written directions — Identify project-specific ground model, observation limits, treatment triggers and assigned decision role.

Before inspection: Survey control and field records — Link measured levels and as-built survey to the same area and datum.

Before inspection: Inspection and release schedule — Identify any project notice, witness, hold, or next-stage release obligation.

Before inspection: Water management and nonconformance process — Route wet, soft, disturbed, variable or unexpected ground for disposition.

How to use

1. Define the inspection area and current drawing/report revisions before recording observations.
2. Separate design level/reference from actual measured level; include datum, location and survey evidence.
3. Describe material and visible condition at the time observed. Do not infer strength or bearing capacity from appearance.
4. Link any proofing, testing, treatment or engineer direction to the original report and affected area.
5. Record open conditions and the assigned disposition before handover to the next activity.

Important: Blank field record. Record the observed condition and actual survey/test evidence against the project documents. Visual observations do not establish bearing capacity or certify geotechnical suitability. A named project role must resolve conditions requiring engineering judgement.

Inspection record

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

SG-01 Area identity, boundaries and current design references

What to observe	Work area limits, chainage/grid, formation type, drawing/detail revision and level datum.
How to check	Mark the inspected extent and reconcile its identity to current approved plans and survey control before describing condition.
Acceptance basis	The area and reference revision are identifiable, and recorded comparisons use the design reference and datum assigned to that same extent.
Reference to verify	Approved earthworks and next-stage drawings, survey control and inspection plan.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Inspection area / chainage	_____
Grid / lot / extent ref	_____
Drawing revision / survey datum	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

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

SG-02 Exposed material and visible condition

What to observe	Observed material description, variability, inclusions, organics, loose/disturbed areas and limits of any change.
How to check	Describe only what was exposed and observed; map transitions or suspect zones and cross-reference photos or geotechnical direction.
Acceptance basis	The record identifies observed conditions and their locations; visual description is not a strength, classification or bearing-capacity result.
Reference to verify	Geotechnical report, approved earthworks specification and site observation/photo records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Material description	_____
Observed zone / limits	_____
Geotechnical direction / evidence ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

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

SG-03 Water, drainage and surface condition

What to observe	Standing water, seepage, runoff path, ponding, erosion, contamination or conditions affecting inspection.
How to check	Record location, extent and observed condition at inspection time; link water-control action and follow-up observations.
Acceptance basis	Conditions affecting visibility, stability or planned work are identified and referred through the project water-management process.
Reference to verify	Project drainage/environment controls, geotechnical directions and dated field photos.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Water condition / location	_____
Drainage action ref	_____
Condition recheck / evidence ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

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

SG-04 Formation geometry and survey evidence

What to observe	Actual measured levels or geometry, measurement locations, datum, instrument/survey record and comparison reference.
How to check	Transcribe survey output and units without rounding or translating datum; compare only to the approved project criterion entered on the record.
Acceptance basis	Each measurement can be traced to a location, unit, datum, survey record and applicable project criterion; this sheet sets no tolerance.
Reference to verify	Current approved levels/sections, survey control and as-built or field survey record.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Measurement point	_____
Design level / criterion	_____
Actual level / datum	_____
Unit / survey ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

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

SG-05 Proofing, testing or geotechnical direction (if specified)

What to observe	Required method/procedure, test or observation report, represented area and written project/geotechnical decision.
How to check	Link original signed/issued report and its limits; preserve any anomalous observation and decision as separate evidence.
Acceptance basis	Only the project-specified method and assigned role determine suitability; no result, test rate or bearing capacity is implied by this entry.
Reference to verify	Project specification, geotechnical report, approved procedure, report and written direction.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test method / report	_____
Represented area	_____
Written direction / reviewer	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

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

SG-06 Formation treatment, protection and next-stage handover

What to observe	Treatment or repair references, reinspection evidence, exposure/weather after inspection and next-stage notice/release references.
How to check	Trace each open item to affected location, action, recheck and the project-assigned handover role; record later events in the event log.
Acceptance basis	Handover status reflects linked evidence and open items only. The form does not approve design, certify ground capacity or grant contractual release.
Reference to verify	Project earthworks ITP, treatment direction, NCR workflow and contractual inspection/release schedule.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Treatment / repair ref	_____
Reinspection evidence	_____
Open issue / disposition	_____
Handover role / ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Subgrade observation and formation handover log

One row per defined inspection area or event. Record observed condition separately from design criteria. Link survey, test, photo and direction documents; this log cannot certify bearing capacity or authorize release.

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

Location / area: _____ Record reference / revision: _____

Date / time	Area / chainage / grid	Drawing / datum ref	Observed material / condition	Level / unit / survey ref	Proofing / test evidence	Issue / treatment / decision	Status / handover role	Recorder / date / signature

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.

Formation observation handover

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

Record handover status

☐ Observation recorded; linked evidence filed

☐ Treatment, reinspection or project decision remains open

☐ Assigned project/geotechnical disposition required

This record documents observations and traceable measurements only. It does not determine bearing capacity, certify geotechnical suitability or grant a contractual release.

Handover roles and references

Field observer / role / date _____

Surveyor / record reference _____

Assigned geotechnical/project reviewer / decision ref _____

Open treatment / NCR / reinspection references _____

Next-stage notice or handover reference, if required _____

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.

Cavoren earthworks baseline

Role: Scope context only; not a project specification, design or acceptance criteria.

Locator: Original reusable topic baseline for earthworks field records; process and evidence prompts only.

Source URL: <https://itp.cavoren.net/templates/bulk-earthworks/>

Queensland Department of Transport and Main Roads, MRTS04 General Earthworks (March 2025)

Role: Conditional topic reference for Queensland roadworks/bridgeworks where this edition is adopted. No numeric compaction target, layer thickness, test rate, tolerance, test method or hold/witness point from MRTS04 is generalized into this form.

Locator: March 2025, Clauses 1.1–1.2 (roadworks/bridgeworks scope); 13.3.3.4 (bottom of confined excavation); 15.1–15.3 and Tables 15.2–15.3 (compaction methods, layers and compliance testing); 19.1–19.3 including 19.3.4 (backfill adjacent to assets and pipe culverts); 21.1–21.1.2 (subgrade construction and levels); Appendix A (testing frequencies).

Source URL: https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/specifications-and-drawings/specifications/3-roadworks-drainage-culverts-and-geotechnical/mrts04.pdf?extension=pdf&hash=840B4677F54FF4F65E5C80A7EF563206&rev=d832abe7f4fb4ca1bb13425291c3faca&sc_lang=en&size=2763810

Hutchies 010 Groundworks Report (public Word example)

Role: Contractor-specific example for record structure and work stages only; blank fields do not establish universal criteria. No source wording or values are reproduced.

Locator: Public report template. Broad sequence and evidence concepts: set-out, excavation/founding, fill/backfill, compaction/density, beds and final review.

Source URL: <https://toolbox.hutchies.com.au/uploads/010-Groundworks-Report.docx>