

Utility Trench Bedding, Backfill and Cover Record

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

Scope

Included: Inspection of an identified utility trench reach from prepared support through staged bedding/surround, backfill layers and cover handover, including service identity, layer and lot traceability, compaction-report links, pipe/conduit protection, separation and as-built evidence.

Excluded: utility design, trench shoring/excavation safety design, pipe pressure/leak/CCTV/continuity testing, commissioning or certification, and compaction acceptance testing except for linking separate approved test evidence.

Use and project setup

Project field: Project / jurisdiction / contractor _____

Project field: Utility type / asset owner _____

Project field: Drawing / revision / profile ref _____

Project field: Reach ID / from-to chainage or nodes _____

Project field: Pipe / conduit material / size / joint system _____

Project field: Bedding / surround material source ref _____

Project field: Crossing / separation / protection detail _____

Project field: Cover measurement location / unit / source _____

Project field: Test / survey / photo / as-built refs _____

Project field: Pre-cover notice / issue / disposition refs _____

Before inspection: Approved utility plans, profiles and details — Identify each reach, material/size, design levels, crossings, protection and required cover source.

Before inspection: Utility owner and project installation requirements — Confirm service-specific bedding/surround, separation, cover and inspection expectations.

Before inspection: Approved product and material submittals — Identify installed pipe/conduit and specified embedment/backfill products.

Before inspection: Trench work method and temporary works controls — Coordinate inspection access with the project excavation and temporary support arrangements; this form is not a safety inspection or design.

Before inspection: Pre-cover inspection and testing schedule — Identify required notice, witness, release, tests and responsible project/asset-owner role.

Before inspection: As-built survey and defect process — Define required location/cover records, photos, repair disposition and transfer to asset records.

How to use

1. Use a separate record for each defined reach or project inspection lot; identify service and endpoints before recording checks.
2. Inspect and record the visible work stage before it is concealed; locate photos and measurements to the reach and point.
3. Record actual materials and observed cover/support separately from the design requirement and its source.
4. Link separate pipe test or compaction reports by their identifiers; do not treat this sheet as those test certificates.
5. Record unresolved protection, clearance, damage, missing test or notice evidence as open before backfill/cover handover.

Important: Blank field record. Confirm service-specific material, support, cover, separation and inspection requirements from approved project documents. This record does not certify pipe testing, shoring safety or utility design, and does not create a statutory or contractual release.

Inspection record

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

TB-01 Reach identity, service and approved detail

What to observe	Service type, asset owner, reach endpoints, drawing/profile revision, material/size and installation stage.
How to check	Trace the installed reach between visible endpoints to approved plans and asset schedule before inspection entries are made.
Acceptance basis	The recorded segment and service are uniquely identifiable to current approved documents and the actual inspection extent.
Reference to verify	Current utility plan/profile, approved material schedule and inspection lot definition.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Utility / reach / endpoints	_____
Drawing revision / detail	_____
Asset owner / interface party	_____
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: _____

TB-02 Prepared trench support and bedding

What to observe	Observed trench bottom/support condition, water or loose material, bedding material/source and installed geometry where observable.
How to check	Inspect the exposed reach and link material delivery/source and level/setting evidence; record project-required detail and actual observation separately.
Acceptance basis	Support and bedding are checked only against the service-specific approved drawing/specification and documented site evidence; no universal depth/thickness is set.
Reference to verify	Utility installation detail, material submittal, project specification and geotechnical/groundwater direction if applicable.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Support condition	_____
Bedding material / source	_____
Level / photo 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: _____

TB-03 Pipe/conduit condition, alignment and joint protection

What to observe	Visible damage, joint position, line/level or alignment observations, temporary caps/protection and handling condition before surround.
How to check	Observe before concealment, locate each finding and record actual measurement only where an approved reference and method are identified.
Acceptance basis	Installed reach remains traceable and observable condition is compared with approved utility requirements; this is not a pressure, leak or continuity test.
Reference to verify	Approved utility drawings, product installation instructions and actual pre-cover observation records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Joint / point / location	_____
Alignment / damage	_____
Measurement / unit	_____
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: _____

TB-04 Surround, haunch and service separation

What to observe	Specified surround material and extent, observed placement around service, other services/crossings and required protection/slabs/markers.
How to check	Check visible installation against approved cross-section and crossing details; link photos and survey before cover blocks sight of interfaces.
Acceptance basis	Surround, separation and protective measures match the project detail and current asset-owner requirements; no generic clearance or cover value is implied.
Reference to verify	Approved cross-sections, service coordination drawings, asset-owner requirements and product installation detail.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Material / source	_____
Crossing / location	_____
Separation observation	_____
Protection detail / photo	_____
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: _____

TB-05 Staged backfill, cover and reinstatement evidence

What to observe	Backfill material/source by stage, lot/layer identity, specified and actual layer thickness/placement where required, actual cover point and unit, final surface condition and separate compaction evidence.
How to check	Record each staged placement against the project lot/layer definition, method and drawing; transcribe actual thickness and cover only from observed or surveyed evidence with units and locations. Link separate compaction reports and assigned review; retain final surface/as-built evidence.
Acceptance basis	The represented lot/layer, placement, cover and final surface evidence are traceable and compared only with applicable project criteria. Layer thickness, cover, compaction result and acceptance remain project-defined. Compaction requires a separate approved test record and assigned review.
Reference to verify	Project profile/detail and layer/cover criteria, material records, placement log, separate compaction reports and assigned review, survey and as-built requirements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Backfill material / source	_____
Lot / layer / placement stage	_____
Layer thickness / unit / point	_____
Cover point / location	_____
Actual cover / unit	_____
Criterion source / clause	_____
Compaction report / review ref	_____
Final surface / as-built 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: _____

TB-06 Pre-cover testing, notice and reach handover

What to observe	Required separate service tests, inspection notice, witness/release documentation, photos, repairs and as-built references.
How to check	Index each independent test/report and inspection record by reach; reconcile open issues and notice conditions with the contract/asset-owner schedule.
Acceptance basis	This record documents links and status only. It does not certify pipe tests, shoring, design, statutory inspections or grant a contractual release.
Reference to verify	Project inspection and test plan, utility-owner procedures, notice schedule, as-built and NCR requirements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test report / ID	_____
Notice / release role	_____
Repair / disposition	_____
As-built / survey ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Utility trench reach, cover and pre-cover log

Use one row per reach or inspection stage. Keep design details separate from actual observations and measurements. Link each lot/layer placement to separate utility test and compaction reports; this log is not a certification or release.

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

Location / area: _____ Record reference / revision: _____

Date / stage	Utility / owner	Reach / location	Drawing / detail revision	Lot / layer / stage	Material / source / thickness	Joint / protection / crossing	Cover / value / unit / point	Test / compaction / survey ref	Issue / notice / role / status

Date / stage	Utility / owner	Reach / location	Drawing / detail revision	Lot / layer / stage	Material / source / thickness	Joint / protection / crossing	Cover / value / unit / point	Test / compaction / survey ref	Issue / notice / role / status

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.

Utility reach pre-cover handover

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

Record reach status

☐ Inspection evidence linked; project handover recorded

☐ Repair, separate test, cover or as-built item remains open

☐ Asset-owner/project decision or notice evidence required

This record logs visible installation and evidence references only. It does not certify a pipe test, approve utility design, assess shoring, establish universal cover/separation criteria or grant statutory/contractual release.

Handover roles and references

Installer / utility role / reach and date _____

Field inspector / role / pre-cover evidence ref _____

Separate pipe-test report / issuing party / reference _____

Assigned asset-owner/project reviewer / notice or decision ref _____

Open repair / NCR / survey / as-built references _____

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>