

Concrete Work Inspection and Test Plan (ITP)

PROJECT NAME:	Arutanga Harbour	DATE:	xx/xx/xxxx
ADDRESS:			
TRADE:		CONTRACTOR:	
PREPARED BY:		ZONE / AREA:	
DRAWING REFERENCE (S):			

This ITP should be complete for each concrete element including:

- Quay wall capping beam sections and anchor blocks
- Concrete culvert units
- Hardstand/slabs

ACTIVITY		REQ ✓	INITIAL Contractor	COMMENT
PLANNING				
1	Task-specific risk assessment/methodology provided and reviewed by relevant staff	✓		
2	Latest drawings/specification available and reviewed	✓		
3	Geotechnical report available and reviewed	✓		
4	Geotechnical testing equipment on site	✓		
5	Concrete mix design reviewed by structural design engineer	✓		
6	All underground services have been located and marked as required	✓		
GEOTECHNICAL TESTING (IF REQUIRED)				
7	Geotechnical testing carried out	✓		
8	Geotechnical engineer – written/email confirmation of acceptance based on testing	✓		
SET-OUT				
9	Plan set-out as per drawings (hardstand/slabs)	✓		
10	Dimensions as per drawings (capping beam and culverts)	✓		
11	Sheet pile embedment dimension (capping beam)	✓		
12	Holding down bolts checked for set-out/level	✓		
13	Services/penetrations checked for set-out	✓		
FORMWORK				
14	Formwork installed where required	✓		
15	Formwork is neat, square with correct offsets from gridlines	✓		
16	All fillets are in place	✓		
17	Formwork cleaned down prior	✓		
18	Plastic membrane in place	✓		
REINFORCEMENT/CAST IN ITEMS				
19	Reinforcement sizes/grade as per structural engineer's drawings	✓		
20	Reinforcement cover as per drawings	✓		
21	Appropriate bar chairs to support mesh	✓		
22	Reinforcement stirrups, laps, ties in accordance with structural engineer's details	✓		
23	Dowels / plates / connectors all fixed to formwork etc as required	✓		
24	Cast-in fixings – Holding down bolts all true and correct incl. set-out	✓		
25	Cast-in fixings – Bolt thread protected as required from concrete	✓		

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ACTIVITY		REQ ✓	INITIAL	COMMENT
			Contractor	
PRE-POUR INSPECTIONS				
26	Structural engineer – written/email confirmation of acceptance based on photos	✓		
27	Client Inspected & Signoff	✓		
POUR				
28	Curing compound applied in accordance with manufacturer's recommendations (if part of mix design)	✓		
29	Concrete tests samples collected/undertaken incl. allowance for extra tests if required	✓		
30	QA information including this ITP and mix design collected by site management	✓		
STRIPPING FORMWORK				
31	Cure duration achieved as per specification	✓		
COMPLETION OF WORKS				
32	Work inspected - scope complete/no damage	✓		
ACCEPTED BY:				
FULL NAME	TITLE / POSITION	SIGNATURE		DATE
<Firstname Lastname>	Site Manager			Xx/xx/xx