



# INSPECTION & TEST PLAN

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Prepared by: \_\_\_\_\_

<b>PROJECT:</b>
<b>SCOPE:</b>
<b>CLIENT:</b>

ITEM NO	TASK / ACTIVITY DESCRIPTION	INSPECTION / TEST				ACTION POINT	RESPONSIBILITY	CHECKED BY		
		FREQUENCY	ACCEPTANCE CRITERIA	INSPECTION TEST METHOD	CONFORMANCE RECORD			CREW MEMBER	SUPERVISOR	DATE
<b>BEFORE LEAVING THE YARD</b>										
<b>1</b>	<b>GENERAL</b>									
1.1	Check Site folder for correct documentation	Daily	Check that the site plan, quote and material order form is present	Verify	This ITP signed off	IP	Site Supervisor			
1.2	Environmental and Safety controls	Daily	Environmental and Safety controls are in place (eg. JSA, SWMS and Daily Plant Check)	Verify with office	This ITP signed off	IP	Site Supervisor			
1.3	Materials	Daily	Check correct quantity/type of materials has been Ordered and/or Supplied	Verify	This ITP signed off	IP	Site Supervisor			
EXAMPLE ONLY										
<b>2</b>	<b>SITE PREPERATION</b>									
2.1	Site plan	Start of Project	Check Site plan and scale to determine relevant details (eg. Bottom of wall level or top of wall level)	Verify	This ITP signed off	IP	Site Supervisor			
2.2	Boundary Pegs	Daily	Locate boundary pegs take care to identify if the wall is Retaining Fill or Retaining Cut	Visual Inspection	This ITP signed off	IP AP	Site Supervisor			
2.3	String Line	Start of Project	Set String accordingly	Visual Inspection	This ITP signed off	IP AP	Site Supervisor			
2.4	Mark Holes	Start of Project	Mark holes at appropriate centres	Visual In-spection	This ITP Signed off	IP	Site Supervisor			
<b>3</b>	<b>MACHINE PREPERATION</b>									
3.1	Daily plant check	Daily	Complete daily machine checklist	Verify	Machine Day book	HP IP AP	Site Supervisor			
3.2	Soil Check	Start of Project	Check Soil Type and project engineering specifications	Verify	This ITP signed off	IP	Site Supervisor			
3.3	Auger Check	Start of Project	Check correct Auger for soil type (eg. Rock auger, normal auger)	Verify	This ITP signed off	HP IP AP	Site Supervisor			



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<b>4</b>	<b>CONSTRUCTION</b>									
4.1	Pier Drilling	Every Pier	Check Pier Depth and Width is correct Monitor Drilling Hours	Visual Inspection and Measure	This ITP signed off Post & Pier Record	HP IP AP	Site Supervisor			
4.2	Steel Size	Start of Project	Check Posts are correct length, type and gauge	Visual Inspection and Measure	This ITP signed off Post & Pier Record	HP IP AP	Site Supervisor			
4.3	Post Installation	Every Hole	Check Posts at centres specified	Visual Inspection and Measure	This ITP signed off Post & Pier Record	HP IP AP	Site Supervisor			
4.4	Pouring Concrete And Post Installation	Completion of pouring run	Place beam in drilled piers the height and diameter of all masonry	Visual Inspection Measure Check alignment by eye.	This ITP signed off Post & Pier Record	HP IP AP	Site Supervisor			
4.5	Setting Concrete Pads	Prior to Sleeper Installation	Check Pads are set at the Correct Height	Visual Inspection and Measure	This ITP signed off	HP IP AP	Site Supervisor			
4.6	Sleeper Installation Safety Check	Prior to Start of installation	Check all sleeper lifters and chains are in working order	Visual Inspection	This ITP signed off	HP IP AP	Site Supervisor			
4.7	Sleeper Installation	Every Bay	Check sleeper lengths are correct (eg. Cut to size if necessary)	Visual Inspection	This ITP signed off	IP	Site Supervisor			
4.7.1	Sleeper Installation (continued)	Every Bay	Install sleepers individually into steel beams using Sleeper lifters with a min 20mm bearing capacity on Steel beam	Visual Inspection	This ITP signed off	IP	Site Supervisor			
4.7.2	Sleeper Installation (continued)	Every Sleeper	Wedge Sleeper to the front edge of steel beam using a timber block prior to installation of the next sleeper	Visual Inspection	This ITP signed off	IP	Site Supervisor			
4.7.3	Sleeper Installation (continued)	Every Bay	Level using shims on top of concrete pads	Visual Inspection	This ITP signed off	HP IP AP	Site Supervisor			
4.7.4	Sleeper Installation (continued)	Completion of wall	Check wall alignment and height	Visual inspection Check alignment by eye	This ITP signed off Post & Pier Record	HP IP AP	Site Supervisor			

**EXAMPLE ONLY**



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<b>5</b>	<b>BACKFILL</b>									
5.1	Base Installation	Completion of base	Level base behind the retaining wall to the gradient 1 in 100 over entire length or individual lots.	Visual Inspection	This ITP signed off	IP	Site Supervisor			
5.2	Plastic / Geo Fabric Installation	Completion of Plastic Installation	Place black plastic or geo fabric against the back of wall Or embankment.	Visual Inspection	This ITP signed off	IP	Site Supervisor			
5.3	Agricultural Pipe Installation	Completion of Ag Pipe Install	Place socked Agricultural Pipe to the base of the wall and cover with free draining screenings minimum Depth 300mm. If backfilling with onsite earth place geo fabric between the rock and back filling material.	Visual Inspection	This ITP signed off	IP	Site Supervisor			
5.3.1	Agricultural Pipe Installation (continued)	Completion of Ag Pipe Install	Check for correct depth and position of pipe. Ensure bottom of the pipe is level and correct for correct water flow.	Visual Inspection	This ITP signed off	HP IP AP	Site Supervisor			
<b>6</b>	<b>TESTING AND COMPLIANCE</b>									
6.1	Levels	Completion Of Project	Ensure all sleepers are level. Each bay is at the right height and wall is of good quality.	Visual Inspection	This ITP signed off	IP	Site Supervisor			
6.2	Final Inspection	Completion Of Project	Walk the entire wall to ensure the following is complete: There are no gaps, back fill is completed and the project Is of good quality.	Visual Inspection	This ITP signed off	IP	Site Supervisor			
6.3	Site Clean Up	Completion Of Project	Ensure all of RWI's rubbish has been removed off site and site is left in a clean and respectable manner	Visual Inspection	This ITP signed off & Client sign off	IP	Site Supervisor			

EXAMPLE ONLY

**ACTION POINT LEGEND**

- IP — Inspection Point - Formal inspection activity to be undertaken and reported
- HP — Hold Point - Work shall not proceed past until released by the site supervisor
- AP — Approval Point - Written or verbal approval given by the site supervisor

**FINAL SIGN OFF** This is to verify that the final Inspection has been carried out in accordance with Retaining Wall Industries Quality procedures and project quality Strategy and the product is hereby certified to conform with company standards.

Supervisor: Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Client: Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_