

Contract Name: _____ **Contract No:** _____

Contractor Name: _____

Declaration: To the best of my knowledge the information provided below is true and correct.

Contractor Representative Name: _____

Contractor Representative Signature: _____ **Date:** _____

Contractor to Complete

Title of ITP		

Item	Does the Inspection and Test Plan (ITP) show:	
1.	all inspections and tests ¹ required by the contract, relevant standards, specifications etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1.a	all site-specific inspections and tests ¹ as detailed in relevant specification annexures and Council's supplementary specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.	the acceptance criteria and frequency of testing, including any customer' requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.	who performs the inspection or test and at what stage of the work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4.	the inspections and tests that require the use of calibrated monitoring and measuring equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.	how each inspection or test is to be carried out and recorded? (e.g., a reference to a standard test method)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	all Hold Points and Witness Points, including who is to undertake the Hold or Witness Point and a place to sign and date each point?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.	provision for lot numbers or other unique identifiers? (e.g., chainages, area/volume, node to node, highlighted plan attached etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.	evidence of document control, including updates to reflect changes to customer requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.	provision for confirmation that all inspections and tests have been carried out to verify conformity to product requirements (e.g., a Conformance Report)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
¹ Inspections and tests include: <ul style="list-style-type: none"> • inspections and tests required for the supplied products/services before being used in the works • inspections and tests required for the products/services during the works • inspections and tests for final acceptance 		

Contractor and MRC to Complete

Res	Item	Contractor's Justification for "No" and "N/A" Answers and MRC Acceptance
Contractor		Contractor's Justification for "No" and "N/A" Answers
		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No
MRC		

