

Earthworks ITP and lot register templates

A free, general-purpose starting point for civil earthworks quality records. Print, or copy the tables into your own quality system.

How to use these templates

- 1. Start from your specification.** Replace every stage, clause reference, frequency and acceptance criterion below with the requirements of your contract. The rows here are illustrative only.
- 2. One ITP per activity.** Earthworks projects normally run separate ITPs for topsoil strip, subgrade preparation, fill placement and pavement layers.
- 3. Mark the release points.** H = hold point, work must not proceed until the nominated party inspects and releases it. W = witness point, notice is given and work may proceed if nobody attends. S = surveillance.
- 4. Open a lot for every parcel of work.** A lot is uniform material, method and layer, built under uniform conditions, described by chainage range, offsets and layer.
- 5. Keep the register current daily.** Record the status of each lot as inspections and tests are completed, and enter the conformance date when the lot is released.
- 6. Never cover an unreleased lot.** A lot still awaiting inspection or testing, or marked rework required, must not be built over.

Disclaimer: these templates are a general starting point and are not a substitute for your project specification, contract requirements or approved project quality plan.

Inspection and test plan (ITP)

Project: _____ Contract No: _____ ITP No: _____ Revision: _____ Date: _____

Item	Stage	Activity	Spec clause	Inspection or test	Frequency	Acceptance criteria	H/W/S	Responsibility	Record	Sign-off & date
1	Pre-start	Setout and survey control check		Verify control marks against design	Once per work area	Setout within specified tolerance	H	Surveyor	Setout report	
2	Topsoil strip	Extent and depth of strip		Visual inspection and depth check	Each lot	Stripped to specified depth and extent	W	Site Engineer	Inspection record	
3	Topsoil strip	Stockpile location and separation		Visual inspection	Each stockpile	Clear of works, materials separated	S	Site Engineer	Site diary entry	
4	Subgrade	Moisture conditioning		Moisture content test	Per lot	Within specified moisture ratio range	S	Testing Authority	Field or lab result	
5	Subgrade	Compaction density		Field density test	Per lot at specified frequency	Meets specified density ratio	H	Testing Authority	Density test report	
6	Subgrade	Proof roll		Proof roll under loaded vehicle	Each lot	No visible deflection or pumping	H	Superintendent	Proof roll record	
7	Subgrade	Level and shape		Conformance survey	Each lot	Within specified level tolerance	H	Surveyor	Conformance survey	
8	Fill placement	Material source conformance		Source testing and certificate review	Each source change	Material complies with specification	H	Site Engineer	Test certificates	
9	Fill placement	Layer thickness per lift		Measurement or survey check	Each lift	Loose thickness within specified maximum	S	Site Engineer	Inspection record	
10	Fill placement	Compaction per lift		Field density test	Per lot per lift	Meets specified density ratio	H	Testing Authority	Density test report	
11	Pavement layers	Material grading and plasticity		Laboratory testing	Per specified tonnage or lot	Within specified grading and PI limits	H	Testing Authority	Laboratory report	
12	Pavement layers	Layer thickness		Survey or depth check	Each lot	Within specified thickness tolerance	S	Surveyor	Survey record	
13	Pavement layers	Compaction density		Field density test	Per lot	Meets specified density ratio	H	Testing Authority	Density test report	
14	Pavement layers	Surface level and tolerance		Conformance survey	Each lot	Within specified surface tolerance	H	Surveyor	Conformance survey	
15	Completion	Lot conformance package		Review of all records for the lot	Each lot	All inspections and tests complete	H	Superintendent	Lot conformance report	

H = hold point W = witness point S = surveillance. Example rows shown; replace with your specification requirements.

Lot register

Project: _____ Contract No: _____ Register updated: _____

[illegible]

Status options: Awaiting Inspection, Awaiting Testing, Passed, Rework Required. Keep one lot per construction layer; the same chainage range normally carries a separate lot for each layer.

Free template from ForgeLot Civil. ForgeLot builds this register from your DXF alignment and keeps every lot on a live map: forgelotcivil.com