

ENGINEERING WORKS CHECKLIST COUNCIL HOLD POINT / WITNESS POINT RECORD



Name of Subdivision / Stage / Package:		File Number:	
Contractor:		Representative:	
Council Surveillance Officer:		Inspection Date:	
ITEM	TYPE	INSPECTION REQUIREMENT	PASSED ¹
PRELIMINARIES			
Pre-commencement Meeting	CHP	Meeting prior to any works commencing	
Traffic Management Established	CHP	Prior to relevant activity	
Site Safety Measures In Place	CWP	Prior to relevant activity	
Environmental Protection Works	CHP	Prior to other works commencing	
EARTHWORKS			
Tree Protection Fencing	CHP	On completion	
Removal of Native Trees	CHP	Joint with P&OS prior to removal	
Stripping & Base Preparation	CHP	Prior to placing fill	
Boxing	CHP	Road formation prior to covering	
Subgrade Improvement	CHP	Treatment of soft spots prior to backfill	
Subgrade Preparation	CHP	Proof roll, levels, shape and test results	
Capping Layer	CHP	Proof roll, levels, shape and test results	
Embankment / Lot Formation	CHP	Grading and levels prior to topsoiling	
Naturestrips	CHP	Grading and levels prior to topsoiling	
DRAINAGE			
Drainage Pipes	CWP	Bedding prior to laying pipes	
Drainage Pipes	CHP	Levels, alignment, jointing and haunching prior to backfilling	
Drainage Trenches	CWP	Backfilling compaction and level on completion	
Pits & Structures Cast in Place	CHP	Formwork, bedding and reinforcement prior to pouring concrete	
Precast Pits & Structures	CHP	Bedding prior to placement of units	
Pits & Structures	CHP	Backfilling compaction and level prior to pavement	
Culverts	CHP	Levels and alignment prior to placement	
Rock Beaching	CHP	Bedding levels and compaction prior to placement	
Agricultural Drains	CHP	Levels and alignment prior to backfilling	
Agricultural Drains	CWP	During lighting pole installations	
House Drains	CHP	Levels and alignment prior to backfilling	
House Drains	CHP	Connections at outlet prior to backfilling	
SEWER			
Sewer Trenches	CWP	Compaction test results after backfilling	
CONDUITS			
Road Crossings	CHP	Levels and alignment prior to backfilling	
Footpath / Naturestrip	CHP	Levels and alignment prior to backfilling	
CONCRETE WORKS			
Curing Method & Application	CWP	During progress of the work	
Kerb & Channel	CHP	Proof roll bedding	
Kerb & Channel Alignment	CHP	Prior to pouring concrete	
Kerb & Channel Backing Up	CHP	Prior to placement of pavement	
Footpath	CHP	Bedding, alignment, reinforcing and jointing prior to pouring concrete	
Vehicle Crossings	CHP	Bedding, alignment, reinforcing and dowels prior to pouring concrete	
Paving for Thresholds & Islands	CHP	Bedding, alignment, reinforcing and dowels prior to pouring concrete	
Reinforced Concrete Roads	CHP	Bedding, reinforcing and jointing prior to pouring	

ITEM	TYPE	INSPECTION REQUIREMENT	PASSED ¹
PAVEMENT			
Base Course	CHP	Proof roll prior to covering	
Intermediate Course	CWP	Proof roll each layer prior to next layer	
Top Course	CHP	Proof roll and compaction test prior to asphalt	
Asphalt Binder Course	CWP	Depth, spread rate, temperature & compaction during works	
Prime & Seal	CWP		
Asphalt Wearing Course	CHP	Preparation of pavement surface prior to laying	
Asphalt Wearing Course	CWP	Depth, spread rate, temperature & compaction during works	
Linemarking	CHP	Spotting out prior to linemarking	
PRACTICAL COMPLETION			
Inspection of All Visible Works	CHP	Quality, access and public safety prior to commencing Defects Liability Period	
END OF DEFECTS LIABILITY			
Inspection of All Visible Works	CHP	Quality, access and public safety prior to consenting to end of Defects Liability Period	
GENERAL COMMENTS			
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Signed by Council Surveillance Officer:			

1. Where separate sections of work require multiple inspections record date of approval for the last section of each item only.