Public Works Laboratories
Geotechnical Engineering Office, Hong Kong

For laboratory use only	
Submission Request No. (SRN)	
Test Request No. (TRN)	

TEST REQUEST FOR IN-SITU SOIL TESTING

(Please read guidance notes attached prior to completion of this form)

Account No. (if available) _____

(Please provide the following project information if account no. is not available)

Customer Test Request Ref. No. _____
(Please limited to 14 characters including insert "R" after the Customer Test Request Ref. No. if the sample submitted as re-test.)

Customer (Works Dept/Office) _____ Contract No. _____

Job Title _____ Job No. _____

Work/Site Location _____

Method (Select appropriate box)	Test Description	PWLTM no.
☐ Geospec 3 - Test Method 11.1	Determination of in-situ bulk density and in-situ dry density of soils by the sand replacement method (with small pouring cylinder)	GSP 11.1
☐ Geospec 3 - Test Method 11.2	Determination of in-situ bulk density and in-situ dry density of soils by the sand replacement methods (with large pouring cylinder)	GSP 11.2
☐ Geospec 3 - Test Method 11.3	Determination of in-situ bulk density of soils by nuclear densometer	GSP 11.3
☐ Geospec 3 - Test Method 11.4	Determination of relative compaction of fill materials	GSP 11.4
☐ Geospec 3 - Test Method 10.1	Determination of dry density/moisture content relationship of soils containing particles which are not susceptible to crushing (1000cc mould and 2.5kg rammer)	GSP 10.1
☐ Geospec 3 - Test Method 10.2	Determination of dry density/moisture content relationship of soils containing particles which are susceptible to crushing (1000cc mould and 2.5kg rammer)	GSP 10.2
☐ Geospec 3 - Test Method 10.3	Determination of dry density/moisture content relationship of soils containing particles which are not susceptible to crushing (CBR mould and 2.5kg rammer)	GSP 10.3
☐ Geospec 3 - Test Method 10.4	Determination of dry density/moisture content relationship of soils containing particles which are susceptible to crushing (CBR mould and 2.5kg rammer)	GSP 10.4
☐ Geospec 3 - Test Method 10.5	Determination of dry density/moisture content relationship of soils containing particles which are not susceptible to crushing (1000cc mould and 4.5kg rammer)	GSP 10.5
☐ Geospec 3 - Test Method 10.6	Determination of dry density/moisture content relationship of soils containing particles which are susceptible to crushing (1000cc mould and 4.5kg rammer)	GSP 10.6
☐ Geospec 3 - Test Method 10.7	Determination of dry density/moisture content relationship of soils containing particles which are not susceptible to crushing (CBR mould and 4.5kg rammer)	GSP 10.7
☐ Geospec 3 - Test Method 10.8	Determination of dry density/moisture content relationship of soils containing particles which are susceptible to crushing (CBR mould and 4.5kg rammer)	GSP 10.8
☐ BS 1377: Part 9:1990 Method 4.3 with Modification	Determination of in-situ California Bearing Ratio (CBR)	SOL 8.4
☐ GS(2006) App. 7.1	Determination of penetration resistance of soil using dynamic probe (GEO Probe)	SOL 8.7
☐ Appendices 6.3 and 6.4 of GS 2020 Edition	Determination of the maximum converted bulk density and the relative compaction by the Hilf Method	SOL 8.9

No.(s) of sample(s): _____

Test locations selected by the customer will be shown on site by(1) :-

Signature : _____
Name : _____
Post : _____
Tel./Fax No. : _____ / _____
Date : _____

Test(s) requested by :-

Signature : _____
Name : _____
Post : _____
Tel./Fax No. : _____ / _____
Date : _____

Fill in the box below the name, telephone no., mailing and e-mail address to which the test report(s) should be sent or else remark "To be collected" in the box if the customer requests to collect the report(s) from the laboratory in person(2).

☐ Preliminary results		
Fax No.:		

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SAMPLE(S) INFORMATION

Contract No.: _____ Customer Test Request Ref. No. _____

Sampling/Testing location[3] : _____

_____

Origin / Location of borrow area of fill (if known)[4] : _____

Location plan of test locations provided by customers (Plan reference no. : _____)

Oven-drying temperature of sample shall be: ☐ 45±5°C ☐ 105±5°C ☐ Microwave Oven ☐ Infrared Oven.

Additional Proctor Test : ☐ light compaction ☐ heavy compaction

PWLTM no.	Test position no. [5]	No. of sample(s)	Grid references / Chainage	Level (mPD)	Offset (m)	Test location selected by [7] [8] PWL / Customer	Additional information [6]

Guidance Notes for Completion of Request Form for In-situ Soil Testing

General Guidance

A separate form "Test Request for In-situ Soil Testing" should be completed for each sampling/testing location. Each form should be duly signed and dated. It is recommended that the request form be vetted and signed by a qualified professional engineer responsible for checking of compliance (preferably the Engineer's Representative for the Contract or equivalent). The customer shall ensure that the type and total nos. of the tests requested meet the contract requirements and the test samples/locations selected are representative of the works for testing. Where delivery of soil samples to the PWL is necessary, the samples shall be delivered or escorted by personnel of appropriate level, using a secure means, with clear indelible labels/markings on the samples for identification to ensure traceability.

Notes

(1) The person who will show the test locations selected by the customer to the PWL testing staff on site should be nominated by the engineer who signed the form.

(2) Test reports will not be released to any persons not registered with the laboratory unless they can provide a letter of authorization. Those test reports not collected within two weeks will be sent by post to the customer's Head Office. If the test reports have to be sent by dispatch, the name, telephone number, mailing address and email address of the addressee shall be stated in the box.

(3) State the specific locations of the sample collected/in-situ tests and provide a drawing or figure in appropriate scale, delineating the extent of the works for testing with zoning, gridlines, chainage or landmark as reference for identification, e.g. samples taken from or tests to be carried out at chainage W of embankment/fill platform/slope/zone X on level Y as shown in drawing/figure no. Z. The customers shall assist the PWL testing staff to verify the extent of works covered in the test request form on site.

(4) Give grid reference or chainage limits for the borrow area if available. If the fill material is obtained within the site, indicates, "Fill from within site". If crushed rock is used for filling, please give name of quarry if known.

(5) To ensure the traceability, each sample/test position should have a unique identification number.

(6) Where required by the testing standard, additional information such as soil type (viz. colluvial, residual, saprolitic, alluvial or marine soil) and thickness of compacted layer, shall be provided to the testing laboratory.

Selection of Test Locations for Sand Replacement Tests (SRTs)

(7) For each test request of SRTs, the customers shall indicate the total number of test locations required on the test request form. PWL will select 20% to 50% of the total number of test locations required and the customer will select the remainder. The customer shall attach a site plan (see Note (1) above) with the test request form for the PWL to mark up the proposed test locations. On the day of testing, the PWL testing staff will locate and confirm the test locations on site, with the assistance of the customer's authorized representative if necessary.

(8) For those SRT test locations selected by the customer, the customer's authorized representative shall show the locations to the PWL testing staff on site for verification.