EXAMPLE

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSPECTION** **AND** **TEST** **PLAN** | | | | | | | | |
| **FORMWORK** | | | | | | | | |
| **PROJECT:**  **CONTRACT** **No.:**  **CLIENT:**  **ITP** **No.** | | | **Inspector/Characteristics**  R: Report/Record Submitted/Test Results X: Inspection  H: Hold Point  W: Witness Point | | Authorised by Client:  Date: | | | Prepared by: |
| Approved for Use: (Quality Manager/Date) |
| Revision:  Date: | | |
|  |
| **Inspector** **/** **Characteristics** | | |  |
| **Ref** | **Process** **Description** | **Spec** **/** **Std** **/** **Drawings** | **Acceptance** **Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying** **Records** |
| 1 | Subcontractor Review |  |  |  |  |  |  |  |
| 2 | Safety Induction |  |  |  |  |  |  |  |
| 3 | Approve Shop Drawings, design calculations and use of proprietary deck and perimeter systems. |  |  |  |  |  |  |  |
| 4 | Check Setout for:  . R.L.  . Corner point location.  . Penetrations.  . Construction joints. | AS 3600, AS 3610. |  |  |  |  |  |  |
| 5 | Check Falsework for:  . Plumb  . Bracing  . Soffit R.L.  . Set down.  . Fillets  . Joints  . To Approved Plans/Design.  . Notification to Client for final inspection. | AS 3600, AS 3610. |  |  |  |  |  |  |
| 6 | FINAL INSPECTION (Including review of Items 3 to 5 above). Check as follows:   1. Forms (plumb and braced). 2. Core holes and embedments. 3. Inserts, anchor bolts and holding down bolts. 4. Chamfers and grooves. 5. Wall and column forms (through temporary openings). |  |  |  |  |  |  |  |
| 7 | Monitor stripping and backpropping. |  |  |  |  |  |  |  |
| 8 | FINAL INSPECTION (Including review of  Item 7 above). | AS 3600, AS 3610. |  |  |  |  |  |  |
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| **Note:** **Ensure** **all** **certificates,** **records** **and** **photos** **are** **attached** **to** **the** **Inspection** **Report** | | | | | | | | |

Page 1 of 1