EXAMPLE

|  |
| --- |
| **INSPECTION and TEST - REPORT****STRUCTURAL STEEL** |
| Contract:Client: Checklist Ref.: | Lot No.:Location:  | **Lot Opened:** |
| **Lot Closed:**Name: |
| **Comments:** *(Delays/Disruption,Improvements,Other)* | Signature: |
|  |
|  |
|  |
| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 1 | Subcontractor Review |  |  |  |  |  |  |  |
| 2 | Safety Induction |  |  |  |  |  |  |  |
| 3 | Approve Shop Drawings |  |  |  |  |  |  |  |
| 4 | Approve welding procedures. |  |  |  |  |  |  |  |
| 5 | Obtain Welders Certificates or arrange tests forWelders. |  |  |  |  |  |  |  |
| 6 | Check set out. |  |  |  |  |  |  |  |
| 7 | Monitor Welding |  |  |  |  |  |  |  |
| 8 | Non-Destructive tests on welded joints by: (Select according to specification.)* Radiographic methods.
* Ultrasonic methods.
* Magnetic particle testing media.
* Penetrant (dye type) testing media.
 |  |  |  |  |  |  |  |
| 9 | Check fabricated members. |  |  |  |  |  |  |  |
| 10 | Monitor painting and/or special coating. |  |  |  |  |  |  |  |
| 11 | Test paint and/or special coating. |  |  |  |  |  |  |  |
| 12 | FINAL INSPECTION - (Including review ofrecords for Items 3 to 11 above). |  |  |  |  |  |  |  |
| 13 | Check deliveries of steelwork to site. |  |  |  |  |  |  |  |
| 14 | Check set out. |  |  |  |  |  |  |  |
| 15 | Check holding down bolts and bearing plates. |  |  |  |  |  |  |  |
| 16 | Monitor site welding. |  |  |  |  |  |  |  |
| 17 | Non-Destructive tests on site welded joints by: (Select according to specification.)* Radiographic methods.
* Ultrasonic methods.
* Magnetic particle testing media.
* Penetrant (dye type) testing media.
 |  |  |  |  |  |  |  |
| 18 | Check erected steelwork as follows:1. Steel members.
2. Splices and joints.
3. Bolts, nuts, washers and packers.
4. Wedging under base plates.
 |  |  |  |  |  |  |  |
| 19 | Obtain Regulatory Authorities' Certificates andApprovals. |  |  |  |  |  |  |  |
| 20 | Obtain guarantees. |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 21 | Inspections. Commencement of shop fabrication.. Commencement of welding procedure tests.. Commencement of welding.. Prior to placement of root rung of complete penetration butt welds.. Completion of fabrication prior to surface preparation.. Commencement of surface preparation prior to protective coating.. Completion of protective coating prior to site delivery.. Steelwork on site prior to erection.. Completion of erection prior to encasing or fixing cladding.. Encasing |  |  |  |  |  |  |  |
| 22 | Check structural steel plumbed and braced. |  |  |  |  |  |  |  |
| 23 | Check base plates grouted. |  |  |  |  |  |  |  |
| 24 | FINAL INSPECTION - (Including review of records for Items 13 to 23 above.) Check grouting to bases and touching upprimer/coatings. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |