EXAMPLE

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| **INSPECTION AND TEST PLAN** |
| **LIGHT WEIGHT FRAMES AND TRUSSES** |
| **PROJECT: CONTRACT No.: CLIENT:****ITP No.** | **Inspector/Characteristics**R: Report/Record Submitted/Test Results X: InspectionH: Hold PointW: 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 samples. |  |  |  |  |  |  |  |
| 4 | Check deliveries of materials as follows:1. Framing
2. Trusses
 |  |  |  |  |  |  |  |
| 5 | Check framing installation as follows:1. Studs
2. Plates
3. Noggings
4. Tie Down
5. Fixings and Supports
6. Bracing
7. Services Installation
 |  |  |  |  |  |  |  |
| 6 | Check installed items as follows:1. Door frames
2. Window frames.
 |  |  |  |  |  |  |  |
| 7 | Obtain certification |  |  |  |  |  |  |  |
| 8 | FINAL INSPECTION - (Including review of records for Items 3 to 7 above).Check damage. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

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