EXAMPLE

|  |
| --- |
| **INSPECTION AND TEST PLAN** |
| **ROOFING** |
| **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. Rigid roof sheeting.
2. Tiles
3. Membrane roofing including jointing materials.
4. Insulation
5. Gutters and downpipes.
 |  |  |  |  |  |  |  |
| 5 | Check preparation of substrate and/or roof framing to receive the following:1. Framing for rigid sheeting and tiling.
2. Substrate for membranes.
 |  |  |  |  |  |  |  |
| 6 | Monitor laying of membranes. |  |  |  |  |  |  |  |
| 7 | Check insulation, sarking and mesh:1. Correct type.
2. Securely fixed.
 |  |  |  |  |  |  |  |
| 8 | Check underlay and battens. |  |  |  |  |  |  |  |
| 9 | Check rigid sheeting.. Securely fixed.. Roof cleaned. |  |  |  |  |  |  |  |
| 10 | Check roof tiling. |  |  |  |  |  |  |  |
| 11 | Check flashings, cappings, etc.. Securely fixed.. Correct lap. |  |  |  |  |  |  |  |
| 12 | Check gutters and downpipes. |  |  |  |  |  |  |  |
| 13 | Obtain Regulatory Authorities'Certificates and Approvals. |  |  |  |  |  |  |  |
| 14 | Obtain guarantees. |  |  |  |  |  |  |  |
| 15 | Inspection. Substructure. Sarking. Insulation |  |  |  |  |  |  |  |
| 16 | FINAL INSPECTION - (Including review of records for Items 3 to 15 above.)Check cleaning down. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

Page 1 of 1