EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **ROOFING** | | | | | | | | |
| **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 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. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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