EXAMPLE

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| **INSPECTION and TEST - REPORT**  **ROOFING** | | | | | | | | |
| Contract:  Client: Checklist Ref.: | | Lot No.:    Location: | | | | **Lot Opened:** | | |
| **Lot Closed:**  Name: | | |
| **Comments:** *(Delays/Disruption,Improvements,Other)* | | | | | | Signature: | | |
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| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 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** | | | | | | | | |

Page 1 of 1