EXAMPLE

|  |
| --- |
| **INSPECTION and TEST - REPORT****ROOFING** |
| 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 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 andApprovals. |  |  |  |  |  |  |  |
| 14 | Obtain guarantees. |  |  |  |  |  |  |  |
| 15 | Inspection. Substructure. Sarking. Insulation |  |  |  |  |  |  |  |
| 16 | FINAL INSPECTION - (Including review of records for Items 3 to 15 above.) Checkcleaning down. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

Page 1 of 1