EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **ALUMINIUM GLAZING** | | | | | | | | |
| **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 specialist subcontractor. |  |  |  |  |  |  |  |
| 4 | Approve shop drawings, design  calculations. |  |  |  |  |  |  |  |
| 5 | Approve samples as follows: |  |  |  |  |  |  |  |
| 6 | Check deliveries of materials to  fabrication shop: |  |  |  |  |  |  |  |
| 7 | Approve prototypes. |  |  |  |  |  |  |  |
| 8 | Monitor finish to components. |  |  |  |  |  |  |  |
| 9 | Check fabricated components,  assembled units. |  |  |  |  |  |  |  |
| 10 | FINAL INSPECTION - (Including review of records for Items 3 to 9 above). |  |  |  |  |  |  |  |
| 11 | Check delivery of assembled units to  site. |  |  |  |  |  |  |  |
| 12 | Check set out. |  |  |  |  |  |  |  |
| 13 | Monitor installation. |  |  |  |  |  |  |  |
| 14 | Check flashings, trims, accessories. |  |  |  |  |  |  |  |
| 15 | Obtain warranties. |  |  |  |  |  |  |  |
| 16 | FINAL INSPECTION - (Including review of records for Items 11 to 15 above). |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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