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: 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 specialist subcontractor. |  |  |  |  |  |  |  |
| 4 | Approve shop drawings, designcalculations. |  |  |  |  |  |  |  |
| 5 | Approve samples as follows: |  |  |  |  |  |  |  |
| 6 | Check deliveries of materials tofabrication 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 tosite. |  |  |  |  |  |  |  |
| 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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