EXAMPLE

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| **INSPECTION AND TEST PLAN** |
| **CEILINGS** |
| **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 samples:. 2 Of each type of tile.. Selected elements to be advised.. Suspension systems (sample of each component). |  |  |  |  |  |  |  |
| 4 | Prototype:. Complete prototypical ceiling in one bay from one column to another for each ceiling type. Include all elements required by Specification section. |  |  |  |  |  |  |  |
| 5 | Check deliveries of materials as follows:1. Steel/aluminium sections.
2. Ceiling panels.
 |  |  |  |  |  |  |  |
| 6 | Check set out. |  |  |  |  |  |  |  |
| 7 | Check framing and suspension system. |  |  |  |  |  |  |  |
| 8 | Check:. Grid correctly aligned.. Grid level.. Colour of uniformity of grid. |  |  |  |  |  |  |  |
| 9 | Check:. Ceiling tiles correctly installed.. Ceiling tiles uniform colour. |  |  |  |  |  |  |  |
| 10 | Check flush ceiling linings. |  |  |  |  |  |  |  |
| 11 | Check:. Ceiling sheets securely fixed and level.. Joints correctly taped, set and sanded.. Penetrations correctly set out andcut out. |  |  |  |  |  |  |  |
| 12 | Check ceiling tiles and panels. |  |  |  |  |  |  |  |
| 13 | Obtain warranty (10 years formaterials and workmanship). |  |  |  |  |  |  |  |
| 14 | Site Inspection by Manufacturer'sRepresentative. |  |  |  |  |  |  |  |
| 15 | FINAL INSPECTION - (Including review of records for Items 3 to 14 above.) Check for damage, cleaning down and spare tiles/panels. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

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