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: 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 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 and  cut out. |  |  |  |  |  |  |  |
| 12 | Check ceiling tiles and panels. |  |  |  |  |  |  |  |
| 13 | Obtain warranty (10 years for  materials and workmanship). |  |  |  |  |  |  |  |
| 14 | Site Inspection by Manufacturer's  Representative. |  |  |  |  |  |  |  |
| 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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