EXAMPLE

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| **INSPECTION and TEST - REPORT**  **CEILINGS** | | | | | | | | |
| Contract:  Client: Checklist Ref.: | | Lot No.:    Location: | | | | **Lot Opened:** | | |
| **Lot Closed:**  Name: | | |
| **Comments:** *(Delays/Disruption,Improvements,Other)* | | | | | | Signature: | | |
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| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 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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