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 Specificationsection. |  |  |  |  |  |  |  |
| 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 andworkmanship). |  |  |  |  |  |  |  |
| 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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