EXAMPLE

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| **INSPECTION AND TEST PLAN** |
| **TILING** |
| **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 as follows: |  |  |  |  |  |  |  |
| 4 | Check deliveries of materials as follows:1. Tiles
2. Cement, lime, etc.
3. Adhesives, sealants, etc.
 |  |  |  |  |  |  |  |
| 5 | Approve sample panels of tiling. |  |  |  |  |  |  |  |
| 6 | Check preparation of substrate. |  |  |  |  |  |  |  |
| 7 | Check set-out. |  |  |  |  |  |  |  |
| 8 | Monitor bedding/backing. |  |  |  |  |  |  |  |
| 9 | Check fixed and laid wall and floor tiling:. Colour and pattern.. Squareness and flatness.. Jointing, grouting.. Levels, grade and falls.. Division Strips. Control Joints |  |  |  |  |  |  |  |
| 10 | Obtain warranties. |  |  |  |  |  |  |  |
| 11 | FINAL INSPECTION - (Including review of records for Items 3 to 10 above). |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

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