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: 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 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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