EXAMPLE

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **PAINTING** | | | | | | | | |
| **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 | Verify Finishes Schedule to applicable  element |  |  |  |  |  |  |  |
| 4 | Approve types and brands of paint. |  |  |  |  |  |  |  |
| 5 | Submit and check conformance of  MSDS |  |  |  |  |  |  |  |
| 6 | Approve samples. |  |  |  |  |  |  |  |
| 7 | Check deliveries of materials:  . Correct type.  . Correct colour. |  |  |  |  |  |  |  |
| 8 | Check preparation of surfaces:  . Clean  . Free from irregularities.  . Free from contaminants. |  |  |  |  |  |  |  |
| 9 | Inspect First coat |  |  |  |  |  |  |  |
| 10 | Inspect Second coat |  |  |  |  |  |  |  |
| 11 | Inspect Third coat  Check accuracy nad finished edge of cut ins |  |  |  |  |  |  |  |
| 12 | Test applied paint. |  |  |  |  |  |  |  |
| 13 | Obtain gurantees. |  |  |  |  |  |  |  |
| 14 | **FINAL INSPECTION** - (Including review of records for Items 3 to 10 above). Check touching up, cleaning down and spare materials. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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