EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **CARPET** | | | | | | | | |
| **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 of materials as  follows: |  |  |  |  |  |  |  |
| 4 | Check deliveries of materials as follows:   1. Carpet 2. Underlay 3. Grippers, edge strips, etc. 4. Adhesives |  |  |  |  |  |  |  |
| 5 | Approve sample laid area. |  |  |  |  |  |  |  |
| 6 | Check preparation of substrate as follows:   1. Concrete 2. Timber |  |  |  |  |  |  |  |
| 7 | Check grippers, etc. |  |  |  |  |  |  |  |
| 8 | Check underlay (where specified). |  |  |  |  |  |  |  |
| 9 | Check laid carpet as follows:   1. Carpet 2. Division Strips |  |  |  |  |  |  |  |
| 10 | Check protection. |  |  |  |  |  |  |  |
| 11 | Obtain guarantees. |  |  |  |  |  |  |  |
| 12 | FINAL INSPECTION - (Including review of records for Items 3 to 11 above). Check cleaning and spare carpet. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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