EXAMPLE

|  |
| --- |
| **INSPECTION and TEST - REPORT****CARPET** |
| Contract:Client: Checklist Ref.: | Lot No.:Location:  | **Lot Opened:** |
| **Lot Closed:**Name: |
| **Comments:** *(Delays/Disruption,Improvements,Other)* | Signature: |
|  |
|  |
|  |
| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 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). Checkcleaning and spare carpet. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** |

Page 1 of 1