



## Inspection and Test Plan

<b>Scope:</b> Incoming Goods	<b>ITP Document No.:</b> 5	<b>Revision No.</b> A	<b>Date of Revision:</b> 24/05/2022
<b>Project Name:</b> Parkhill Apartments		<b>Organization Name:</b> KAPITOL	
<b>Project Address:</b> 404-418 Spencer Street, West Melbourne VIC 3003			
<b>Prepared by</b>			
<b>Name:</b> Austin Han	<b>Position:</b> Contract Administrator	<b>Signature:</b>	<b>Date:</b>
<b>Approved by</b>			
<b>Name:</b> Greg Edwards	<b>Position:</b> Construction Manager	<b>Signature:</b>	<b>Date:</b>

<b>Level:</b>	<b>Room No./Area:</b>
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W = Witness, HP = Hold Point, S = Surveillance, R = Review								
Item	Activity	Reference Documents	Acceptance Criteria	Frequency	Verification Records/Comments	Inspection By		
						Subcontractor	KAPITOL	Client
1	Check the items	Sample Submission, Purchase Order	<ul style="list-style-type: none"> <li>The items received match the description on the order</li> <li>Appearance of master carton and unit package is intact</li> <li>The items are not damaged/deteriorative/wet</li> <li>The items are not dirty/dusty</li> </ul>	Per Delivery	Visual Checklist	S	S	
2	Check Quantity	Sample Submission, Purchase Order	<ul style="list-style-type: none"> <li>The correct items were shipped</li> <li>No items are missing</li> <li>Quantity of items received matches quantity indicated on invoice</li> <li>Quantity of items received matches quantity requested on order</li> </ul>	Per Delivery	Visual Checklist	S	S	
3	Check the label	Sample Submission, Purchase Order	<ul style="list-style-type: none"> <li>Manufacturer/Distributor's name is not missing</li> <li>"upwards", "moisture proof" marking or label is not missing</li> <li>Warning statement is not missing</li> </ul>	Per Delivery	Visual Checklist	S	S	
4	Material Receipt Inspection	Purchase Order	<ul style="list-style-type: none"> <li>Foreman/Leading Hand to keep a record for all material delivery receipt</li> </ul>	Per Delivery	Visual Checklist	S		

<b>Comments:</b>	
<b>Date of Inspection:</b>	<b>Carried out by:</b>

\*This document will be provided to evidence compliance to applicable works