


Subcontractors are required to develop Inspection and test plans to ensure compliance to the design and other relevant requirements as well as ensuring fitness for purpose. It is Multiplex's responsibility to review the ITPs for relevance and accuracy and to ensure full confidence the subcontractor understands the requirements so the work will be undertaken for full compliance.

Part 1 - Details			
Project Name:	NFH Hospital		
Company Name:	Express Interiors Pty Ltd.		
Activity / Task / ITP number:	Rigid insulation board installation		
Revision No:	B	Date of Revision:	29/11/2022

Part 2 – Inspection and Test Plan Requirements		Content ✓ - Yes, x - No N/A
1	Project name and Organisation name?	✓
2	Name, signature, position of the person who has prepared and approved the ITP?	✓
3	Identification of the scope of works	✓
4	A step-by-step sequence for undertaking the activity/work both off and on site?	✓
5	Identification of <b>witness and hold points</b> for each individual activity and the relevant parties responsible as per specification i.e. Subcontractor, Multiplex, Consultant, and Client and other 3 <sup>rd</sup> parties? <ul style="list-style-type: none"> <li>Any item of work that will be covered up should at the very least be a witness point for MPX / photo provided</li> </ul>	✓
6	Identification of the <b>acceptance criteria</b> for each individual activity listed? <ul style="list-style-type: none"> <li>"Refer to specification / Drawings / Australian Standards" is NOT acceptable - it does not provide confidence that the requirements are understood.</li> <li>Specific acceptance criteria must be noted for each activity</li> </ul>	✓
7	<ul style="list-style-type: none"> <li>Details of the <b>frequency of inspection and testing</b> for each individual activity?</li> </ul>	✓
8	Details of how each inspection or test is to be <b>carried out and recorded</b> ? These may include checklists, test reports, inspection reports, lot maps, traceability record and photos.	✓
9	Identification of the <b>responsible person for carrying out and verifying</b> that the particular activity has met the acceptance criteria?	✓

Part 3 - Summary details of issues/comments		Signoff	Date
FREQUENCY – "Each Location" to be clarified, especially when adopted to CONQA to specify which areas will have their respective ITP for the location			
Status:	<input checked="" type="checkbox"/> Acceptable <input type="checkbox"/> Rejected - address comments and resubmit		
Quality Coordinator / Engineer			
Name: Sean McLaren	Signature: 	Date: 29/11/2022	
Project Coordinator / Engineer			
Name:	Signature:	Date:	



Part 4 - Acceptance of Resubmitted Inspection and Test Plan/s	
Name:	Signature:
Position:	Date:

### Note

- Inspection and Test Plan MUST be reviewed and signed off by the authorized Multiplex Staff (Coordinator / Supervisor / Engineer).
- In case of resubmission, initial issues above must be signed and dated by reviewer to record close out

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Scope: Rigid Board	ITP Document No.: 1	Revision No. B	Date of Revision: 29/11/2022
Project Name: New Footscray Hospital		Organization Name: Multiplex	
Project Address: Cnr Ballarat and Geelong Roads, Footscray VIC 3011			
Prepared by			
Name: Austin Han	Position: Contract Administrator	Signature: 	Date: 29/11/2022
Approved by			
Name: Greg Edwards	Position: Construction Manager	Signature: 	Date: 29/11/2022
Level:		Room No./Area:	

W = Witness, HP = Hold Point, S = Surveillance, R = Review							
Item	Activity	Acceptance Criteria	Frequency	Verification Records/Comments	Inspection By		Client
					Subcontractor	Multiplex	
1	Set out Rigid Board	Thermal Insulation Plan Latest Revision (Photo of Title block with drawing No. and revision)  Area is clean and accessible to start work	Each location  Each location	Visual Checklist  Visual Checklist	S  S	S  S	
		Setout of Rigid Board	Each location	Visual Checklist	S	S	
2	Install Rigid Board	Confirm the thickness / R-value of the board (State the panel thickness and R-value)  Min 35mm head diameter fasteners  11 nos of Fasteners required for a full board size (1.20m x 2.40m) with 3no of the fasteners along the middle  The Fasteners are evenly distributed over the whole board  Fasteners along each length – no less than 50mm or no more than 150mm from edge of the board	Each location  Each location	Visual Checklist  Visual Checklist	S  S	S  S	
3	Tape & Seal	Tape placed over the center of the joint of both board  All joints are taped	Each location	Visual Checklist	S	S	



## EXPRESS INTERIORS PTY LTD

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## Inspection and Test Plan

		Exposed board edge cover with foil tape lapped 48mm on to underside of the board	Each location	Visual Checklist	S	S
4	Clean up	Waste all cleaned. Tools and materials placed well.	Each location	Visual Checklist		R
5	Materials Receipt Inspection	Refer to ITP No: 5 Incoming Goods				

Comments:

Date of Inspection:

Carried out by:

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