



# EXPRESS INTERIORS PTY LTD

## Inspection and Test Plan

ABN 13 082 094 960

38 Brindley Street  
Dandenong South VIC 3175

Phone: (03) 9793 9522  
Email: [express.interiors@bigpond.com](mailto:express.interiors@bigpond.com)

<b>Scope:</b> Suspended Ceilings	<b>ITP Document No.:</b> 4	<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	Frame ceilings	Architect drawings A-18 series	Reflected Ceiling Plan approved by Kapitool. Studco installation guide.  Australian Standard AS/NZS 2785:2000	Each unit	Visual Checklist	S	S	
2	Bulkhead framing	Architect drawings A-18 series	Reflected Ceiling Plan approved by Kapitool. Studco installation guide.  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
3	Trim out access panels	Architect drawings	Reflected Ceiling Plan approved by Kapitool. Studco installation guide.  Australian Standard - AS1530.4:2014	Each location	Visual Checklist	S	S	
4	Insulation to ceilings	Architect drawings Acoustic Specification	Reflected Ceiling Plan approved by Kapitool.  Ecwool insulation installation guide  Acoustic Specification approved by SLR Global Environmental Solutions  Australian Standard: AS/NZS 4859:1 – 2018, AS/NZS 1530.3 : 1999, AS/NZS1530 Part 1: 1994	Each unit	Visual Checklist	S	S	



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5	Service Check for pre-installation of sheets	Service Sign-off checklist	All service checklists are signed off by relevant trades	Each unit	Visual Checklist	S	HP	
6	Sheets to ceiling	Architect drawings  Acoustic Specification	Reflected Ceiling Plan approved by Kapitool.  Acoustic Specification approved by SLR Global Environmental Solutions  Australian Standard AS/NZS 2785:2000	Each unit	Visual Checklist	S	S	
7	Stopping to ceilings	Architect drawings	Boral installation manual revision 2016.  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
8	Sanding to ceilings	Architect drawings	Boral installation manual revision 2016.  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
9	Fit access hatch frame	Architect drawings	Reflected Ceiling Plan approved by Kapitool.  Australian Standard - AS1530.4:2014	Each location	Visual Checklist	S	S	
10	Cut out for lights	Architect drawings	Reflected Ceiling Plan approved by Kapitool.	Each location	Visual Checklist	S	S	
11	Clean up		Waste all cleaned. Tools and materials placed well.	Each location	Visual Checklist		R	
12	Check ceilings for patching	Architect drawings	Reflected Ceiling Plan approved by Kapitool.	Each unit	Visual Checklist	S	S	
13	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