

## 3.0 SUBCONTRACTOR INSPECTION AND TEST PLAN (ITP) REVIEW

(One to be completed per ITP and retained in Subcontractor file)

Project	MQT - Medibank Fitout	Date:	24/03/2023
Company Name	Express Interiors Pty Ltd		
Activity	Ceiling and Partition		
ITP Title	Express ITP - No.2 Suspended Ceiling	Checklists Submitted?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Project Spec / Rev	Revision A		

	Requirement	Initial Review	Final Review	Comments
	Does the ITP:	Comply Y / N	Comply Y / N	
1	Reference project specifications and relevant Australian Standards?			
2	Sequentially list all the required tests and inspections from the project specifications and Australian Standards?			
3	Include the requirements from Lendlease's Project Lessons Learnt and CiDD Alerts and Guidelines?			
4	Indicate responsibility for materials receipt inspection?			
5	Identify frequency of activity, responsibility for conducting verification, method of verification, acceptance criteria?			
6	Identify the type of verification i.e. Hold Point, Witness Point, Review.			
7	Indicate the records that will be provided to evidence compliance? (e.g. Material Certification, Verification Checklists, certificates of compliance)			
8	Has the ITP been sent to the relevant Project Consultant for review, approval and addition of their Hold Points/Witness Points?			
9	Does the ITP indicate specific first-of-type inspections for each type of install			
	Do the Inspection or Test Checklists (ITCs):	Comply Y / N	Comply Y / N	
9	Have page numbering, revision and space to record related drawing number and revision?			
10	Reference the ITP, and do line items reference line no's from the ITP?			
11	Identify who should be doing the inspection?			
12	Provide details of traceability and certificates of compliance on completion of sections of the works and for materials (where appropriate)?			

	Name	Signature	Date
Lendlease Project Engineer			
Subcontractor Project Manager			
Lendlease Construction Manager			

**EXPRESS INTERIORS PTY LTD**

ABN 13 082 094 960

38 Brindley Street  
Dandenong South VIC 3175Phone: (03) 9793 9522  
Email: [express.interiors@bigpond.com](mailto:express.interiors@bigpond.com)**Inspection Plan Checklist****Suspended Ceilings**

Doc.Ref-ITC-002-Rev1

**Project Information**

<b>Name:</b>	MQT – Medibank Fitout	<b>Work:</b>	All applicable
<b>Address:</b>	699 Collins Street, Docklands VIC 3008	<b>Location:</b>	
<b>Head Contractor:</b>	Lendlease	<b>Drawing Ref. :</b>	

**Details**

PECOMMENCEMENT	STATUS		
	OK	N/A	DATE
SPECIFICATION / DRW No.			
DESIGN & COMPUTATIONS			
SAMPLES			
MATERIALS MEET SPECIFICATION REQUIREMENTS			
CHECK FOR DAMAGE			
MAINTAIN SUITABLE STORAGE			
<b>PREINSTALLATION OF SHEETS</b>			
MECHANICAL SERVICES			
ELECTRICAL SERVICES			
COMMUNICATION SERVICES			
FIRE SERVICES			
HYDRAULIC SERVICES			
GAS PIPING			
FIRE STOPPING			
<b>INSTALLATION REPORT</b>			
Item 1: CEILING FRAMING			
Item 2: BULKHEAD FRAMING			
Item 3: TRIMS OUT ACCESS PANEL			
Item 4: INSULATION			
Item 5: SERVICE CHECK FOR PRE-INSTALLATION			
Item 6: LININGS			
Item 7: STOPPING			
Item 8: SANDING			
Item 9: ACCESS PANELS			
Item 10: PENETRATIONS			
Item 11: CLEAN UP			
Item 12: PATCHING			
Item 12: MATERIALS RECEIPT INSPECTION			
<b>N.C.N. / C.A.R.</b>			

**FINAL INSPECTION**

WITNESSED BY:	NAME	SIGNATURE	POSITION	DATE
SUBCONTRACTOR:			Foreman	
BUILDER:				
OTHER:				
<b>COMMENTS:</b>				

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





# EXPRESS INTERIORS PTY LTD

## Inspection and Test Plan

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Scope: Suspended Ceilings	ITP Document No.: 2	Revision No. A	Date of Revision: 24/03/2023
Project Name: Melbourne Quarter Tower – Medibank Fitout		Organization Name: Lendlease	
Project Address: 699 Collins Street, Docklands VIC 3008			
Prepared by			
Name: Austin Han	Position: Contract Administrator	Signature: 	Date: 24/03/2023
Approved by			
Name: Greg Edwards	Position: Construction Manager	Signature: 	Date: 24/03/2023

<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	Lendlease	Client
1	Frame ceilings	Architect drawings (MQT_ID series)  Finishes Schedule (MQT_ID_SCH_2)  Refer to Lendlease CiDD – All Alerts and Guidelines for Suspended Ceilings	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.  Studco installation guide.  Architectural Specification – 0531 – Suspended Ceiling  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
2	Bulkhead framing	Architect drawings (MQT_ID series)  Finishes Schedule (MQT_ID_SCH_2)	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.  Studco installation guide.  Architectural Specification – 0531 – Suspended Ceiling  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
3	Trim out access panels	Architect drawings (MQT_ID series)	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.	Each location	Visual Checklist	S	S	



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		Finishes Schedule (MQT_ID_SCH_2)	Architectural Specification – 0531 – Suspended Ceiling  Australian Standard - AS1530.4:2014					
4	Insulation to ceilings	Architect drawings (MQT_ID series)  Finishes Schedule (MQT_ID_SCH_2)	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.  Batts insulation installation guide  Architectural Specification – 0819 Insulation and barriers  Australian Standard: AS/NZS 4859:1 – 2018, AS/NZS 1530.3 : 1999, AS/NZS1530 Part 1: 1994	Each location	Visual Checklist	S	S	
5	Service Check for pre-installation of sheets	Service Sign-off checklist	All service checklists are signed off by relevant trades	Each location	Visual Checklist	S	HP	
6	Sheets to ceiling	Architect drawings (MQT_ID series)  Finishes Schedule (MQT_ID_SCH_2)  Refer to Lendlease CiDD – All Alerts and Guidelines for Suspended Ceilings	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.  Studco installation guide.  Architectural Specification – 0819 Insulation and barriers  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
7	Stopping to ceilings	Refer to Lendlease CiDD - Alerts and Guidelines for Setting Compounds for Plasterboard	Boral installation manual revision 2016.  Architectural Specification – 0531 – Suspended Ceiling  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	



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8	Sanding to ceilings		Boral installation manual revision 2016.  Architectural Specification – 0531 – Suspended Ceiling  Australian Standard AS/NZS 2785:2000	Each location	Visual Checklist	S	S	
9	Fit access hatch frame	Architect drawings (MQT_ID series)  Finishes Schedule (MQT_ID_SCH_2)	Reflected Ceiling Plan, Ceiling Details and Finishes Schedule approved by Lendlease.  Architectural Specification – 0531 – Suspended Ceiling  Australian Standard - AS1530.4:2014	Each location	Visual Checklist	S	S	
10	Cut out for lights	Architect drawings	Reflected Ceiling Plan approved by Lendlease	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 Lendlease	Each unit	Visual Checklist	S	S	
13	Materials Receipt Inspection	Refer to ITP No: 3 Incoming Goods						

Comments:

Date of Inspection:

Carried out by:

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