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| **Scope:** Incoming Goods | **ITP Document No.:** 5 | **Revision No.** A | **Date of Revision:** 09/08/2022 |
| **Project Name:** Apartments of Tullamore – Building C | | **Organization Name:** MIRVAC | |
| **Project Address:** 57 Stables Circuit, Doncaster VIC3108 | | | |
| **Prepared by** | | | |
| **Name:** Austin Han | **Position:** Contract Administrator | **Signature:** | **Date:** |
| **Approved by** | | | |
| **Name:** Greg Edwards | **Position:** Construction Manager | **Signature:** | **Date:** |

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| **Level:** | **Room No./Area:** |

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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** | MIRVAC | **Client** |
| 1 | Check the items | Sample Submission, Purchase Order | • The itmes received match the description on the order  • Appearance of master carton and unit package is intact • The items are not damaged/deteriorative/wet • The items are not dirty/dusty | Per Delivery | Visual  Checklist | S | S |  |
| 2 | Check Quantity | Sample Submission, Purchase Order | • The correct items were shipped • No items are missing • Quantity of items received matches quantity indicated on invoice • Quantity of items received matches quantity requested on order | Per Delivery | Visual  Checklist | S | S |  |
| 3 | Check the label | Sample Submission, Purchase Order | • Manufacturer/Distributor's name is not missing • "upwards", "moisture proof" marking or label is not missing • Warning statement is not missing | Per Delivery | Visual  Checklist | S | S |  |
| 4 | Material Receipt Inspection | Purchase Order | • Foreman/Leading Hand to keep a record for all material delivery receipt | Per Delivery | Visual  Checklist | S |  |  |

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| Comments: | |
| Date of Inspection: | Carried out by: |

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