| **Client:** |  | | | | **Project Name:** | |  | | | | | | | **Job No:** | | |  | | | | **Sheet:** | | Of |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract Manager:** | |  | | | **Project Manager:** | | |  | | | | **Site Supervisor:** | | |  | | | | | **Date:** | |  | |
| **Check Authorised By:** | | |  | | **Signature:** |  | | | | | **Check Delegated To:** | | | | |  | | | **Signature:** | |  | | |
|  | | | | | |  | | | | | | | | | | | | | | | | | |
| **ITEM** | **CHECK AGAINST ORDER/SPEC** | | **DATE** | **MATERIAL DETAILS (BRIEF)** | | | | | **DAMAGE**  **YES / NO** | | | | **DATE RETURNED TO SUPPLIER WITH NCR** | | | | | **REMARKS** | | | | | |
| 1 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 2 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 3 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 4 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 5 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 6 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 7 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 8 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 9 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 10 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 11 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 12 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 13 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 14 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 15 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 16 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 17 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 18 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 19 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 20 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 21 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |
| 22 |  | |  |  | | | | | |  | | |  | | | | |  | | | | | |

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| --- | --- | --- | --- |
| **COMMENTS:** |  | | |
|  | | | |
|  | | **NCR No:** |  |

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| --- | --- | --- | --- | --- | --- |
| **FINAL ACCEPTANCE** | **NAME** | **SIGNATURE** | **POSITION** | **APPROVED (YES/NO)** | **DATE** |
| **Heyday Group (Representative):** |  |  |  |  |  |
| **Client (Representative):** |  |  |  |  |  |
| **Authority (If Applicable):** |  |  |  |  |  |

*(Client and Authority may elect or not elect to sign the acceptance).*

|  |  |
| --- | --- |
| **ACCEPTANCE CRITERIA:** | AS PER ORDER / SPECIFICATION AND OR OTHER REQUIREMENT. |