

[LOGO]	Contractor: [COMPANY NAME]	Reference: COMPANY STANDARD PROCEDURES
Document Title: BUILDING INSPECTIONS PROCEDURE		Document no: [CSP - 00]
		Revision: 00

BUILDING INSPECTIONS PROCEDURE

TEMPLATES ASSOCIATED WITH THIS PROCEDURE IS EXCLUDED AS IT FORMS PART OF THE QUALITY CONTROL PACKAGE

REVISION RECORD

These procedures are issued under the authority of the Managing Director and apply when carrying out these activities described. Revisions may be issued from time to time, as necessary, under the authority of the Quality Control department. Revisions will be recorded on the revision schedule, which will be issued with the revised pages.

Rev.	Date	Description	Prepared by	Checked	Approved
00	22-May-13	Initial Issue	XXXX	XXX	XXX

UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]

[LOGO]	Contractor: [COMPANY NAME]	Reference: COMPANY STANDARD PROCEDURES
Document Title: BUILDING INSPECTIONS PROCEDURE		Document no: [CSP - 00]
		Revision: 00

CONTENTS

1. SCOPE.....	3
2. GENERAL	3
2.1 PROCEDURE RESPONSIBILITY.....	3
2.2 WORK AND IMPLEMENTATION RESPONSIBILITY	3
2.3 APPLICABILITY	3
3. PROCEDURE.....	3
3.1 BUILDING WORK INSPECTIONS	3
3.2 QC INSPECTION	3
3.3 RECORDING OF INSPECTION RESULTS	4
4. NON-CONFORMANCES.....	4
5. DOCUMENTATION	4
TEMPLATE 1 - CHECKLIST FOR BRICKWORK	7
TEMPLATE 2A - INSPECTION REPORT FOR PAVING.....	10
TEMPLATE 2B - CHECKLIST FOR PLASTER.....	11
TEMPLATE 3A - CHECKLIST FOR SANITARY DRAINAGE.....	13
TEMPLATE 3B - HOT AND COLD WATER CHECKLIST.....	14
TEMPLATE 4A - INSPECTION REPORT FOR FLOOR COVERING.....	16
TEMPLATE 4B - CHECKLIST FOR ACCESS FLOORING.....	17
TEMPLATE 5 - INSPECTION REPORT FOR TILING.....	19
TEMPLATE 6 - INSPECTION REPORT FOR GLAZING.....	21
TEMPLATE 7 - INSPECTION REPORT FOR WATERPROOFING	23
TEMPLATE 8 - INSPECTION REPORT FOR PAINTING.....	25
TEMPLATE 9 - INSPECTION REPORT FOR CARPENTRY AND JOINERY	27
TEMPLATE 10 - INSPECTION REPORT FOR IRONMONGERY.....	29
TEMPLATE 11 - INSPECTION REPORT FOR SEALING	31
TEMPLATE 12 - INSPECTION REPORT FOR THE INSTALLATION AND COMMISSIONING OF AIR-CONDITIONING.....	34
TEMPLATE 13 - INSPECTION REPORT FOR ACID PROOFING AND CORROSION PROTECTION	36
TEMPLATE 14 - CHECKLIST FOR CEILING GRIDS AND BOARDS.....	38
TEMPLATE 15 - CHECKLIST FOR SERVICES ABOVE CEILING	39
TEMPLATE 16 - CHECKLIST FOR RAINWATER PIPES	40
TEMPLATE 17 - CHECKLIST FOR ALUMINIUM WORKS.....	41

UNCONTROLLED COPY

This Document is the property of [Company Name].

This document is for internal use only. Its reproduction is prohibited unless authorized by [Company Name]