

Quality Assurance ~ INSPECTION AND TEST PLAN

-Inspection and Test Plan for:

-Date of Commencement:

-Undertaken by:

Site:

Ref	Operation/Stage of Work Requiring Inspection or Test		Stage/ Frequency	Records	Standard	Acceptance Criteria	Inspection Test Procedure	Inspection By	
	Description	Characteristics						Self	
1	Working on Roofs Ensure work area is barricaded off below and ensure access is safe to roof frame with no risk of falls beyond 1.8m	At designated area	Before commencement	As per own checklist	As per OHS specification	Area fenced off, work access clear, prevention of High Risk falls	Visual	X	
2	Locate or create anchor points for safety line and harnessing or ensure guardrails or elevated work platforms available	Adequate work platforms and no risk of falls	At work area	As per own checklist	As per Code of Practice	Ensure falls beyond 1.8m not possible	Visual	X	
3	Roofing materials to be passed to roof levels	Materials passed safely and to points of installation	At work area	As per own checklist	As per trade practice	Materials not able to fall, and stacked at convenient points	Visual	X	
4	Roof materials fixed	Ensure fixing is correct and adequate	At work area	As per own checklist	As per trade standards	Fixing at acceptable points	Visual	X	
5	Cutting or trimming	All points square	At work area	As per own checklist	As per trade practice	No unacceptable overhang	Visual	X	
6	Reinstate or make safe area	All matters finalised clean, tidy and safe	At work area	As per own checklist	As per Contract specification	Area left at least in pre work state	Visual	X	

W: Witness/ **H:** Hold Point where work does not proceed unless approved/ **S:** Surveillance or Monitoring/ **X:** Self inspection by performer of work