

Sample of Inspection Form

Appendix B

Project Title: ABC				Main Contractor: AAA Contractor Pte Ltd			
Work Trade: Engineered Wood Flooring				Engineered Wood Supplier: XL Timber Flooring Pte Ltd			
Location of Inspection: Block: B				Unit No: 50-50			
Inspection Request No.: JKCCK/EW/5779/01							
Signature, Date & Time of Inspection form submitted:		Signature, Date & Time of Inspection form received:		ITP Reference No: 3 (Preparation) & 4 (Installation)			
..... By Builder Rep.	 By RA/RE/RTO		Drawing No: Arch/EW/Inspect/14			
<input type="checkbox"/> 1 st Inspection				<input type="checkbox"/> 2 nd Inspection			
<input type="checkbox"/> 3 rd Inspection							
Description of Activities		By Builder Rep.		Comment by RA/RE/RTO		By RA/RE/RTO	
		Signature Date				Signature Date	
Proper storage & handling of material				<input type="checkbox"/>			
Preparation	Surface Preparation						
	Moisture content						
	Hollowness						
	Squareness at corners			<input type="checkbox"/>			
	Interfacing joint						
	Setting Out Check						
Installation	Cleanliness of Floor						
	Apply Moisture Barrier						
	Protection during curing period						
	Application of Adhesive			<input type="checkbox"/>			
	Install underlay						
	Install Engineered Timber						
Quality Checks	Install Skirting						
	Finishing						
	Alignment & Evenness			<input type="checkbox"/>			
	Material & Damages						
	Delamination						
	Jointing						
Protection	Rectification of Defects						
	Protection to flooring surface			<input type="checkbox"/>			
Control of Access							
<input type="checkbox"/> You may proceed with the next stage of work		Endorsement by RA/RE/RTO:		Acknowledgement By Builder Rep.:			
<input type="checkbox"/> You are not to proceed with next stage of work		Date & Time of Endorsement		Date & Time of Acknowledgement			
<input type="checkbox"/> Others (Please Specified): _____		Inspector Signature		Builder Rep Signature			

This form serves as a guide only.