

APPENDIX A

Inspection and Test Plan

Project :

Scope of work :

S/No	Activity	Responsibility	Inspection method	Requirement reference	Acceptance criteria	Initial stage	Records
1. SUBMISSION							
1.a	Shop drawings	MC / D / O	Review	-	Approved	Initially	Approved submissions
1.b	Stone samples	MC / D / O	Review	Section 2.1	Approved	Initially	Approved submissions
1.c	Adhesive samples	MC / D / O	Review	Section 2.2	Approved	Initially	Approved submissions
1.d	Test reports	MC / D / O	Review	-	Approved	Initially	Approved submissions
1.e	Technical data	MC / D / O	Review	-	Approved	Initially	Approved submissions

2. INCOMING MATERIALS INSPECTION

2.a	Stones	MC / D / O	Visual / measure	Section 3.1	As per approved samples & shop drawings	Each delivery	Delivery docket
2.b	Adhesives	MC / D / O	Review	Section 3.2	Conform to specifications and approved sample submission	Each delivery	Delivery docket
2.c	Grouts	MC / D / O	Review	Section 3.2	Conform to specifications and approved material submission	Each delivery	Delivery docket

Prepared by : _____

Date : _____

Verified by : _____

Date : _____

Approved by : _____

Date : _____

Legend:

MC – Main Contractor

D – Designer

O – Owner

APPENDIX A

Inspection and Test Plan (continued)

Project :

Scope of work :

S/No	Activity	Responsibility	Inspection method	Requirement reference	Acceptance criteria	Initial stage	Records
3. STONE PREPARATION							
3.a	Mock-up unit	MC / D / O	Visual / measure	Section 2.1.8.A	Approved from all representatives	Before installation	
3.b	Dry lay at site	MC / D / O	Review	Section 2.1.8.C	Approved from D & O	Before installation	

4. IN PROCESS INSPECTION

4.a	Checking substrate	MC / D / O	Visual / measure	Section 4.1	Surface flat, solid, clean and free of foreign materials	Before laying screed	Checklist @ Appendix B
4.b	Screeding / Rendering	MC / D / O	Visual / measure	Section 4.2	Screed / render level and no formation of cavities	Before laying stone tiles	Checklist @ Appendix B
4.c	Preparing adhesive	MC / D / O	Visual / measure	Section 5.1	Manufacturer's instruction	100% work done	Checklist @ Appendix B
4.d	Laying stones	MC / D / O	Visual	Section 5.2	Fit stones neatly and true level	100% work done	Checklist @ Appendix B
4.e	Checking stone surfaces	MC / D / O	Visual / measure	Section 5.6	Within 3mm tolerance per 2m or with proper gradient	100% work done	Checklist @ Appendix B
4.f	Check stone joints	MC / D / O	Visual / measure	Section 5.6	Maintain uniform joint widths	100% work done	Checklist @ Appendix B
4.g	Holding point prior to grouting	MC / D / O	-	-	-	-	-

Prepared by : _____	Verified by : _____	Approved by : _____
Date : _____	Date : _____	Date : _____

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Project :

Scope of work :

S/No	Activity	Responsibility	Inspection method	Requirement reference	Acceptance criteria	Initial stage	Records
5. GROUTING							
5.a	Grout mix	MC / D / O	Visual	Section 5.3	Manufacturer's instruction	100% work done	Checklist @ Appendix B
5.b	Completely fill joints	MC / D / O	Visual	Section 5.3	Smooth and flush on surfaces	100% work done	Checklist @ Appendix B
5.c	Removing surplus grout	MC / D / O	Visual	Section 5.3	Surface is clean	100% work done	Checklist @ Appendix B
6. FINAL INSPECTION							
6.a	Cleaning	MC / D / O	Visual / measure		Surface is clean	At completion	
6.b	Protection	MC / D / O	Visual / measure	Section 6	Finish work is protected	At completion	
6.c	Work acceptance	MC / D / O	Visual / measure		As per specifications	At completion	Inspection records
7. WORK HAND-OVER							
7.a	Rectification works	MC / D / O	Visual	-	-	At hand over	-
7.b	Inspection by owner	MC / D / O	-	-	-	At hand over	-

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CHECKLIST FOR IN-PROCESS INSPECTION OF NATURAL STONE WORKS

APPENDIX B

Project:

Location:

Checklist	Acceptance criteria/ Requirement reference	Date of inspection	Remarks
Surface preparation			
1. Check age of concrete substrate	- Concrete cure for 28 days		
2. Check substrate surface	- Surface flat, solid, clean and free of foreign materials		
Preparation and laying of screed			
3. Wet concrete surface prior to laying screed	- Surface is in a saturated-surface-dry condition		
4. Lay screed	- Section 4.2		
5. Check screed surface	- Screed is level and no formation of cavities		
6. Moist cured screed	- Screed cured for a duration recommended by manufacturers		
Preparation of adhesives			
7. Check adhesive mix	- Follow manufacturer's instruction		
Laying stone			
8. Laying adhesive	- Section 5.1		
9. Laying stone	- Section 5.2		
10. Check stone surface and joints	- Use spirit level or tile levelling system to ensure stones are within 3mm per 1.2m and joint widths are uniform		
11. After stone are firm, clean off excessive adhesive	- Surface is clean		
12. Protect freshly stonework against stepping	- Section 6		
Grouting			
13. Check grout mix	- Follow manufacturer's instruction		
14. Completely fill joints	- Joints are smooth and flush on surfaces		
15. Removing surplus grout	- Section 5.3		
Protection			
16. Protect completed stonework	- No traffic is permitted for a duration recommended by stones and adhesives suppliers		