

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	Ceramic tile 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	Ceramic tiles	MC / D / O	Visual / measure	Section 3.1	As per approved samples & shop drawings	Each delivery	Delivery dockets
2.b	Adhesives	MC / D / O	Review	Section 3.2	Confirm to specifications	Each delivery	Delivery dockets
2.c	Grouts	MC / D / O	Review	Section 3.2	Confirm to specifications	Each delivery	Delivery dockets

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

Legend: **MC – Main Contractor** **D – Designer** **O – Owner**

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Inspection and Test Plan (continued)**Project :****Scope of work :**

S/No	Activity	Responsibility	Inspection method	Requirement reference	Acceptance criteria	Initial stage	Records
3.	IN PROCESS INSPECTION						
3.a	Check substrate	MC / D / O	Visual / measure	Section 4.1	Surface flat, solid, clean and free of foreign materials	Before laying screed	Checklist @ Appendix B
3.b	Laying screed	MC / D / O	Visual / measure	Section 4.2	Screed level and no formation of cavities	Before laying stone tiles	Checklist @ Appendix B
3.c	Preparing adhesive	MC / D / O	Visual / measure	Section 5.1	Manufacturer's instruction	100% work done	Checklist @ Appendix B
3.d	Laying tiles	MC / D / O	Visual	Section 5.2	Fit tiles neatly and true level	100% work done	Checklist @ Appendix B
3.e	Check tiles surfaces	MC / D / O	Visual / measure	Section 5.5	Within 3mm tolerance per 1.2m or with proper gradient	100% work done	Checklist @ Appendix B
3.f	Check tiles joints	MC / D / O	Visual / measure	Section 5.5	Maintain uniform joint widths	100% work done	Checklist @ Appendix B
3.g	Hold point prior to grouting	MC / D / O	-	-	-	-	-

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Project :
Scope of work :

S/No	Activity	Responsibility	Inspection method	Requirement reference	Acceptance criteria	Initial stage	Records
4.	GROUTING						
4.a	Grout mix	MC / D / O	Visual	Section 5.3	Manufacturer's instruction	100% work done	Checklist @ Appendix B
4.b	Completely fill joints	MC / D / O	Visual	Section 5.3	Smooth and flush on surfaces	100% work done	Checklist @ Appendix B
4.c	Removing surplus grout	MC / D / O	Visual	Section 5.3	Surface is clean	100% work done	Checklist @ Appendix B

5.	FINAL INSPECTION						
5.a	Cleaning	MC / D / O	Visual / measure		Surface is clean	At completion	
5.b	Protection	MC / D / O	Visual / measure	Section 6	Finish work is protected	At completion	
5.c	Work acceptance	MC / D / O	Visual / measure		As per specifications	At completion	Inspection records

6.	WORK HAND-OVER						
6.a	Rectification works	MC / D / O	Visual	-	-	At hand over	-
6.b	Inspection by owner	MC / D / O	-	-	-	At hand over	-

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CHECKLIST FOR IN-PROCESS INSPECTION OF CERAMIC TILING 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 tiles			
8. Laying adhesive	- Section 5.1		
9. Laying tiles	- Section 5.2		
10. Check tiles surface and joints	- Use spirit level to ensure tiles are within 3mm per 1.2m and joint widths are uniform		
11. After tiles are firm, clean off excessive adhesive	- Surface is clean		
12. Protect freshly laid tiles 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 tiling works	- No traffic is permitted for a duration recommended by the tiles and adhesive suppliers		