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| **Project Name:** |  | **Project No.:** |  |
| **Date:** |  | **Work Inspected:** |  |
| **Condition: U- Unrequired Yes or No** | | | |

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| **1. Availability of Documents in the Site** | | | |
| **No.** | **INSPECTION ITEM** | **U / Yes / No** | **NOTES** |
| 1.1 | Complete set of contract documents. | U |  |
| 1.2 | Complete set of design drawings. | U |  |
| 1.3 | Quality Control Plan, Safety Plan, Risk Management Plan. | U |  |
| 1.4 | Work Schedule and Work Plan & Updates. | U |  |
| 1.5 | File of Workshop Drawings. | U |  |
| 1.6 | File of Material Approvals. | U |  |
| 1.7 | Samples of Approved Materials. | U |  |
| 1.8 | Files of Daily Reports, RFIs and Job Requests. | U |  |
| 1.9 | Correspondence & Minutes of Meetings. | U |  |
| 1.10 | Laboratory Testing Logs. | U |  |
| 1.11 | Weather Condition Log. | U |  |
| 1.12 | Visitors Log. | U |  |
| 1.13 | Attendance Sheet. | U |  |
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| **2. Site Work Status** | | | |
| **No.** | **INSPECTION ITEM** | **COMPLY** | **NOTES** |
| 2.1 | Compliance by Contractor to the Health, Safety and Environment regulations. | U |  |
| 2.2 | General Compliance by Contractor with the whole process. | U |  |
| 2.3 | Sample by taking, keeping & processing. | U |  |
| 2.4 | Process of concreting. | U |  |
| 2.5 | Proofing Materials. | U |  |
| 2.6 | Remarks on Concrete Works. | U |  |
| 2.7 | Remarks on Masonry Works. | U |  |
| 2.8 | Remarks on 1st fix / 2nd fix / 3rd fix. | U |  |
| 2.9 | Remarks on Plastering and Tiling. | U |  |
| 2.10 | Remarks on Wood and Metal Works. | U |  |
| 2.11 | Remarks on Painting. | U |  |
| 2.12 | Remarks on Roof Insulations. | U |  |
| 2.13 | Remarks on Site Works. | U |  |
| 2.14 | Status of Utilities. | U |  |
| 2.15 | Quantity Surveying & Budgeting. | U |  |
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