

Preparatory Phase Report

Definable feature of work	Date	Location / area	Prepared by
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Submittals reviewed and approved

Materials on hand and compliant with submittals

Preliminary / prior work complete and acceptable

Testing required (who, when, method)

Safety hazards and controls

Workmanship standard / acceptance criteria reviewed with the crew

Prepared by		QC manager	
Signature	Date	Signature	Date

Initial Phase Report

Definable feature of work	Date	Location / area	First work location
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Workmanship standard established on the first installation (sample or mock-up)

Preliminary testing performed

Compliance with drawings and specification confirmed

Deficiencies noted

Corrective action and re-inspection

QC manager

Signature

Date

Superintendent

Signature

Date

Prepared by