**Project Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | | |
| Project Number: |  | Client/Company: |  |
| Project Manager: |  | | |
| Start Date: | (DD/MM/YYYY) | Completion Date: | (DD/MM/YYYY) |

**Work Description**

|  |  |
| --- | --- |
| **Description of Work Completed:** |  |
| **Scope of Work:** |  |

**Materials Used**

|  |  |
| --- | --- |
| **List of Materials Used:** | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Work Quality**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality of Work:** | Excellent | Good | Fair | Poor |
| **Comments on Work Quality:** |  | | | |

**Client Approval**

|  |  |
| --- | --- |
| **Is the client satisfied with the work completed?** | Yes No |

**Comments from Client:**

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* **Client Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ (DD/MM/YYYY)

**Project Manager Approval**

|  |  |
| --- | --- |
| **Is the work completed as per project specifications?** | Yes No |

**Comments from Project Manager:**

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|  |

* **Project Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ (DD/MM/YYYY)

**Inspection Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Inspection: | (DD/MM/YYYY) | Inspector Name: |  |
| Inspection Result: | | Pass | Fail |
| **Comments on Inspection:** | |  |  |

**Additional Notes**

* **Additional Notes or Remarks:**

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|  |

**For Office Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Form Received By: |  | Date Received: | (DD/MM/YYYY) |
| Comments: |  |  |  |