

Free Metal Roofing Work Package Inspection and Test Plan Template

Metal roof sheet installation on a building roof, including scope/design release, material handling, support readiness, sheet installation, cut edges, flashings and weathering interface, closeout evidence. Excludes roof tiles/slate, roof drainage design/system, structural design, solar equipment, waterproofing membranes and specialist roof-access design.

Project	[Enter project / state / parties]
Package	roofing
Document / revision	[Enter controlled number and revision]
Issue purpose	For review - proposed editable baseline
Boundary	Complete against project documents; remove out-of-scope activities.

Read before use

- This is a reusable proposed baseline, not an approved project plan or completed inspection record.
- Enter actual acceptance criteria, source revisions/locators, lot basis, frequency, roles and contractual control points from the project. No numeric limit, test result, qualification, signature or client release has been supplied.
- Confirm scope and remove or mark conditional rows that do not apply. Resolve missing or conflicting decisions with the assigned project authority.
- Complete the matching blank Record Prompts only when actual work occurs; retain source certificates and original specialist reports.

Project inputs to resolve

Project jurisdiction and approval context: [Enter project source / decision] Identify state or territory, building class/use where relevant, authority and applicable approvals.

Approved drawings, schedules and revisions: [Enter project source / decision] Identify the exact controlled plan, detail, schedule, room/zone/line locator and revision.

Contract specification and adopted standards: [Enter project source / decision] Record the project clauses, adopted editions, annexures and precedence; verify actual adoption.

Approved materials and product system: [Enter project source / decision] Identify approved products, batch/source, technical data and installation instructions.

Approved installation method and procedures: [Enter project source / decision] Identify approved procedure, work method, manufacturer instructions and current revision.

Assigned performer, reviewer and external control roles: [Enter project source / decision] Record named roles, authority, required notices and any contract-assigned hold/witness/release.

Project records and handover submission rules: [Enter project source / decision] Identify required record formats, photographs, certificates, reports, recipients and closeout process.

Trade, authority and work-package interfaces: [Enter project source / decision] Define boundaries, predecessor readiness, penetrations/services, other trades and acceptance owner.

Project inspection/testing plan and acceptance basis: [Enter project source / decision] Copy actual method, instrument/lab, locations, lot, frequency, acceptance and report requirements.

Site safety, access and environmental controls: [Enter project source / decision] Identify site-specific risk controls, permits, access arrangements and environmental obligations.

Inspection and Test Plan

Proposed baseline. Replace prompts with controlled project criteria and references before project review.

ROO-01 • Roof zone, sheet system and approved details

Inspection / test	Confirm roof zones, sheet profile/material, support arrangement, edge conditions and flashing interfaces from project documents.
Method	Review roof plans, schedules, wind/design documentation and approved construction details; record system and revision for each work front.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Metal roof scope release register
Applicability / remarks	Metal roof sheeting; roof tile installation is explicitly excluded. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-02 • Sheets, fasteners and accessories receipt

Inspection / test	Verify roofing materials and accessories are approved, identifiable, undamaged and matched to intended zones.
Method	Check delivery labels, coating/material compatibility information, batch/docket and product documents against approved schedule.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roofing material receipt and traceability record
Applicability / remarks	Do not assume compatibility, fixing type or material grade. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-03 • Support, substrate and roof-safety readiness

Inspection / test	Confirm the supporting structure and access/safety arrangements are released before sheet installation.
Method	Review handover, approved support layout and documented roof work controls; identify discrepancies for the assigned designer/supervisor.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof support and readiness record
Applicability / remarks	Structural adequacy and safety-system design remain outside this template. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-04 • Insulation and under-sheet components

Inspection / test	Check specified insulation, safety mesh or related components are installed in the sequence and location shown.
Method	Compare installed components and product identity against drawings, specification and manufacturer instructions before concealment by sheets.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof under-sheet components inspection record
Applicability / remarks	Only where required by project documents; no thermal/acoustic value is assumed. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-05 • Sheet set-out, cutting and handling

Inspection / test	Verify sheet orientation, sequencing, cuts and handling match approved plans and product instructions.
Method	Inspect sheet identification and work-front layout; check cut locations, protection and specified cut-edge treatment evidence.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof sheet set-out and cut-edge record
Applicability / remarks	No dimensions or cutting/fixing pattern is supplied. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-06 • Roof sheet fixing and side/end laps

Inspection / test	Check installation and fixings against the specific approved profile, design schedule and manufacturer details.
Method	Inspect identified rows/locations, fastener/product traceability, lap treatment and substrate interface using project criteria.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof sheet fixing inspection record
Applicability / remarks	Fixing spacing, torque, laps and wind criteria must come from project sources. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-07 • Flashings, penetrations and roof-wall transitions

Inspection / test	Verify flashing/capping and penetrations at nominated interfaces follow coordinated details and approved product junctions.
Method	Inspect roof-to-wall, ridge/edge and penetration locations against details and manufacturer instructions; record interfaces for separate services trades.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof flashing and penetration interface record
Applicability / remarks	Does not design or certify penetrations or roof drainage. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-08 • Weatherproofing interface and completion walkdown

Inspection / test	Check visible completed roof zones and identify open defects or weathering interfaces for assigned review.
Method	Use project inspection criteria and agreed access method; record observations by roof zone and link any test/inspection report required by the contract.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Roof installation completion record
Applicability / remarks	No hose test, water test, result or release is assumed. Proposed baseline. Confirm applicability and replace with controlled project requirement.

ROO-09 • Product records, cleanup and handover

Inspection / test	Index approved product records, as-built details, defects, photos and handover submittals for the roof package.
Method	Reconcile documentation and outstanding items to project closeout requirements; identify required inspections/certificates by their project-assigned owner.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	Metal roof closeout and handover index
Applicability / remarks	Does not claim statutory or contract acceptance. Proposed baseline. Confirm applicability and replace with controlled project requirement.

Blank matching record prompts

Complete the actual date, observation, result and responsible roles during the work. Blank cells are intentional; this template contains no completed inspection or approval.

ROO-01 • Roof zone, sheet system and approved details

Field	Actual entry / evidence
Roof zone / grid	
Sheet/profile system	
Drawing / detail revision	
Open design/interface decision	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-02 • Sheets, fasteners and accessories receipt

Field	Actual entry / evidence
Sheet / accessory product	
Batch / docket ref.	
Intended roof zone	
Condition / photo ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-03 • Support, substrate and roof-safety readiness

Field	Actual entry / evidence
Roof zone / grid	
Support / batten detail ref.	
Structure release ref.	
Access / fall-control record ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-04 • Insulation and under-sheet components

Field	Actual entry / evidence
Roof zone	
Component / product	
Detail / bay locator	
Photo / inspection ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-05 • Sheet set-out, cutting and handling

Field	Actual entry / evidence
Roof slope / grid	
Sheet identifier / sequence	
Cut edge / treatment ref.	
Damage / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-06 • Roof sheet fixing and side/end laps

Field	Actual entry / evidence
Roof slope / bay	
Sheet / row locator	
Fastener/product ref.	
Fixing / lap detail locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-07 • Flashings, penetrations and roof-wall transitions

Field	Actual entry / evidence
Penetration / junction locator	
Approved flashing detail ref.	
Service / adjoining trade	
Interface disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-08 • Weatherproofing interface and completion walkdown

Field	Actual entry / evidence
Roof zone	
Walkdown / report ref.	
Defect / disposition ref.	
Project release reference	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

ROO-09 · Product records, cleanup and handover

Field	Actual entry / evidence
Zones covered	
Product/batch index	
As-built/detail record ref.	
Recipient / submission ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

Topic guidance sources and limitations

training.gov.au, CPCPRF3026 Install roof sheets, wall cladding and complex flashings

Official unit page reviewed: planning, safety prerequisite, roof sheet installation, cut-edge treatment, flashings, weatherproofing and cleanup.

<https://training.gov.au/Training/Details/CPCPRF3026?releaseId=9bfa2858-e7cb-440c-a819-07791cfd537>

Metal roof-sheet installation topics only. Roof tiles and slate are explicitly outside this package.

Housing Industry Association, Installation Code for Metal Roof and Wall Cladding

Public article summarises SA HB 39:2015 and AS 1562.1:2018 sections for storage/handling, roof drainage, insulation, sheeting, flashings and cappings; underlying standards are not freely available and were not read.

<https://hia.com.au/resources-and-advice/building-it-right/australian-standards/articles/installation-code-for-metal-roof-and-wall-cladding>

Public topic summary only. Verify current edition and adoption; no details or acceptance values are inferred.

Construction Quality Australia, How to create an Inspection and Test Plan (ITP)

Public industry guide; sections on sequencing activities, method, acceptance source, responsibility, control points and records. Reviewed 2026-10-07.

<https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-ity>

Structure and record-design guidance only. It does not create project criteria, jurisdictional rules or control points.

Topic guidance is provided for orientation only. Confirm applicable jurisdictional adoption, approved design and contract requirements. No cited source substitutes for the complete controlled project documents or licensed standards.