

PROJECT COMPLETION INSPECTION FORM



Local Government:	Project Reference No.
Financial Year: ____ / ____	Project type/phase: <i>(Development/Construction)</i>
Project Start Date	Project Total Budget
Project Description:	
Inspection type <i>(Desktop/Field/Both)</i>	Inspection Date
Inspected by	Inspected with
Inspection Notes:	
Work confirmed to completed as per scoped: ____ YES ____ NO	
If Yes – project achievement confirmed:	
If No – are other factors such as outlined below identified?	
Approved Scope <i>(alteration as detailed):</i>	
Dispensation <i>(as detailed):</i>	
Assessed as practically complete with agreed finish up works as listed:	
Project achievement confirmation: ____ YES ____ NO	
Outstanding works issues identified:	

FOR MAIN ROADS WA USE ONLY	
Project final claim matches budget ____ YES / ____ NO	Adjusted budget Approved ____ YES / ____ NO Amount
Outstanding issues identified as preventing payment:	
Final payment approved: ____ YES ____ NO	
Signature:	