

# DAILY QC INSPECTION REPORT

STRAVIK Construction Group · Controlled Document

| Document No.    | Revision           | Effective Date | Document Owner          | Status                               |
|-----------------|--------------------|----------------|-------------------------|--------------------------------------|
| STV-QMS-PRO-009 | 00 (Initial Issue) | 2026-10-24     | [QUALITY / HSE MANAGER] | Issued for review / pending approval |

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## REVISION HISTORY

| Rev. | Date       | Description of Change                        | Prepared By   | Approved By             |
|------|------------|----------------------------------------------|---------------|-------------------------|
| 00   | 2026-10-24 | Initial issue for STRAVIK Construction Group | [PREPARED BY] | Michael Gaya, President |

## 1. PURPOSE

To record, monitor, and verify all daily field activities and inspection results related to workmanship, materials, and compliance with approved drawings, specifications, and ITPs. This report provides an auditable record of quality performance for every project day.

## 2. SCOPE

Applies to all construction, civil, structural, MEP, and architectural activities carried out by STRAVIK Construction Group or subcontractors on any project site.

## 3. RESPONSIBILITIES

Role Responsibilities

QC Engineer / Performs daily inspections, fills out report, attaches supporting Inspector evidence.

Site Superintendent Confirms activity completion and coordinates corrective actions.

Reviews and signs report; ensures NCRs are issued when Project Manager required.

Maintains the log, audits completeness, and trends recurring QA/QC Manager issues.

## 4. DAILY QC INSPECTION FORM TEMPLATE

Section Details / Description

Project Name:

Project Number:

Date:

Location / Area / Grid:

Inspector Name:

Discipline: Civil Architectural MEP Structural Other

|                     |                |            |           |
|---------------------|----------------|------------|-----------|
| Weather Conditions: | Temperature °C | Humidity % | Wind km/h |
|---------------------|----------------|------------|-----------|

#### Inspection Checklist

| Activity / ITP Ref / | Inspection Type | Acceptance        | Result Comments / |                     |
|----------------------|-----------------|-------------------|-------------------|---------------------|
| Work                 | Drawing         | (Hold / Witness / | Criteria /        | (A/R/N Observations |
| Item                 | No.             | Surveillance)     | Tolerance         | A)                  |

Legend:

|              |              |                      |
|--------------|--------------|----------------------|
| A = Accepted | R = Rejected | N A = Not Applicable |
|--------------|--------------|----------------------|

#### Materials & Equipment

|            |                  |                  |                    |
|------------|------------------|------------------|--------------------|
| Material / | Supplier / Batch | Test Certificate | Inspection Remarks |
| Equipment  | No.              | No.              | Status             |

#### Non-Conformance / Rework Items

|     |                |                  |             |              |
|-----|----------------|------------------|-------------|--------------|
| NCR | Description of | Immediate Action | Responsible | Target Close |
| No. | Issue          | Taken            | Person      | Date         |

#### Photographic Record

Attach a minimum of three photos per activity (pre-work, in-progress, post-completion) with date, location, and description.

#### Summary Category Count / Status

Total Inspections Conducted

Accepted

Rejected

NCRs Raised

Reworks Completed

Sign-Off Client /

|           |                         |                       |                       |           |
|-----------|-------------------------|-----------------------|-----------------------|-----------|
| Inspector | Date / Superintendent / | Date / Consultant (if | Date /                |           |
| (QC)      | Signature               | PM                    | Signature applicable) | Signature |

## 5. RECORDS & DISTRIBUTION

- Completed reports are to be submitted daily to the Project QA/QC Department.
- Retain electronic and hard copies for at least 10 years.

- Linked NCRs, test results, and photos shall be stored in the Project Quality Archive.

## 6. EXCEL TEMPLATE STRUCTURE (recommended for digital version)

Tabs:

1. Cover & Instructions
2. Daily Inspection Report
3. Material & Equipment Log
4. NCR / Rework Tracker
5. Photo Index (auto-linkable folder)
6. Dashboard (Auto-count by day / discipline)

## APPROVAL

| Role        | Name                       | Title     | Signature | Date |
|-------------|----------------------------|-----------|-----------|------|
| Prepared By | [PREPARED BY]              | [TITLE]   |           |      |
| Reviewed By | [QUALITY / HSE<br>MANAGER] | [TITLE]   |           |      |
| Approved By | Michael Gaya               | President |           |      |

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.