



Rotary Australia World Community Service Ltd.

Volunteers Team/s Project Inspection Checklist & Finalisation Report

Project Number: _____ Country _____

Project Name: _____

Australian Sponsor Rotary Club: _____

In-Country Rotary Club: _____

Recipient or Partner Organisation: _____

Project Dates: Start: _____ End: _____

A. PRELIMINARY INSPECTION CHECKLIST –

		Date
1.	Completion notification and survey request submitted to the Project Manager /Team Leader for review of accuracy and compliance to Project Registration requirements.	
2.	The notification and survey was reviewed and accepted by the Project Manager, and / or the Team Manager and/or an alternate representative of RAWCS and a Representative of the Recipient or Partner Organisation	
3.	Final Inspection arranged by the Project Manager / Team Leader, to be attended by Representatives of RAWCS and the Recipient or Partner Organisation	
4.	Draft financial statement presented for assessment	

B. SUBSTANTIAL COMPLETION

1. Substantial Completion Inspection conducted on _____

Date

BY

Review Coordinator: _____
Name Office

RAWCS Representative/s: _____
Name Office

Name Office

Recipient's Representative/s: _____
Name Office

Name Office

2. The Review Coordinator affirms that all construction has been inspected, the survey has been verified, the project meets the registration requirements, the project is substantially complete, and a final inspection can be scheduled:

Signature

Date

C. TO BE COMPLETED IF THE INSPECTION REVEALS A PROBLEM

1. **The project cannot be accepted as complete for the following reason(s):**

Recipient's Representative – Signature

Date

RAWCS Representative – Signature

Date

2. **Request of rescheduled Inspection – if applicable:**

We affirm that the problems listed above have been corrected, the project meets the contract requirements and is now ready for a Final Inspection.

Recipient's Representative – Signature

Date

RAWCS Representative – Signature

Date

D. FINAL INSPECTION and ACCEPTANCE

A Final Inspection was attended by the RAWCS Project Manager / Team Leader, Representatives of the Recipient and local Rotary Club (as appropriate) who certify that the site has been inspected, the workmanship has been found acceptable, and that the project is now to be marked and recorded as complete:

Representing

Signature

Date



Representing Signature Date

Representing Signature Date

Representing Signature Date

Finalised financial statement has been presented and copy is attached YES / NO
If NO, please give reasons

Comments: _____

E. FINALISATION

When the Final Inspection is completed, this form, with accompanying documentation is to be sent to the RAWCS Regional Project Coordinator, for notification that the Project should be marked as complete.

1. As the Project Manager, I request that this Project be marked as complete

Name on Date

2. Forwarded to Regional Coordinator by

Name on Date

3. Received for recording of completion by Regional Coordinator of _____ Region

Name on Date

4. Notification of completion sent to National Project Coordinator, on _____
Date

5. Database records marked as completed, by National Project Coordinator on _____
Date