



## 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

\_\_\_\_\_ on \_\_\_\_\_  
Name Date

2. Forwarded to Regional Coordinator by

\_\_\_\_\_ on \_\_\_\_\_  
Name Date

3. Received for recording of completion by Regional Coordinator of \_\_\_\_\_ Region

\_\_\_\_\_ on \_\_\_\_\_  
Name Date

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

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