

Inspection & Test Plan

ITP Title:	
ITP Ref:	
ITP Rev:	

ITP Scope Description	
This ITP relates to the following works: 1) 2) It should be noted that this ITP does not cover the following aspects: a)	

Abbreviations	
PC: Principal Contractor; BCO: Building Control Officer; S / C: Subcontractor; QMP: Quality Management Plan; WQF: Works Quality File	

ITP Input Information		
Source / Document	Reference	Revision
Lessons learned		
Drawings		
Specifications		
Manufacturer's requirements		
Contract requirements		
Project Management Plan		
Design Management Plan		

Name	Role	Date	Signature
ITP Produced by:			
ITP Produced by:			
ITP Reviewed by:			
ITP Reviewed by:			
ITP Authorised for use by:			

Inspection / Test Key	SFA: Submit for Approval	H: Hold Point	AU: Audit	I (100): Inspection 100%	S (100): Surveillance 100%	W (100): Witness 100%
	SFI: Submit for Information	A: Archive	n / a: Not Applicable	I (10): Inspection 10%	S (10): Surveillance 10%	W (10): Witness 10%
	DC: Daily Check	WC: Weekly check				

STAGE	Ref.	What is the activity or quality input?	Requirement		What will be done to ensure compliance	How will compliance be demonstrated?	Evidence		Who has responsibility for closing out this requirement?	What resources are required?	Inspection / Test Details & Parties Involved					
			Where from?	What is the requirement?			Description	Location			S / C	PC	PC Client	Other 1	Other 2	
																BCO
Pre Construction	1.1	Risk Assessment & Method Statement	Project Management Plan; Section:	The S / C RAMS must be accepted by the PC prior to works commencing.	Bespoke RAMS will be produced 'fit for purpose' for the works which also meet the legal & PC requirements; RAMS to be submitted to PC min. 4 weeks prior to start.	The PC will provide confirmation that the RAMS is 'A' or 'B' status via signed RAMS Review Record Form.	Written confirmation from PC confirming RAMS is 'A' or 'B' status via RAM Review Record Form.	Completed RAMS Review Record form to be filed in Section 2 of WQF.	S / C Project Manager	Input from H & S Adviser; Project Manager to dedicate appropriate time to production of RAMS	H	H	n / a	n / a		
	1.2	Design approval	Design Management Plan; Section:	The design must be AFC status prior to start.	PC to issue AFC drawings; S / C Supervisor to check drawings when received to verify AFC Status.	S / C Supervisor to print drawings when received, date stamp and file in Design Information Master Folder held in the S / C Site Office.	Design documentation held in the Design Information Master Folder will be AFC status.	Hard copy design information held in the Design Information Master Folder; Electronic versions of information are held on the design portal system.	PC to ensure design is AFC; S / C Project Manager to liaise with PC; S / C Supervisor to ensure Design Information Master Folder is held in the S / C Site Office.	Project Manager to dedicate appropriate time for design input; S / C Supervisor to undertake daily check of information held on design portal system.	H	H	n / a	n / a		
	1.3	Competence	S / C QMP	All persons must be competent to undertake their role.	S / C Director to appoint Project Manager; Competence review of operative workmanship; Training matrix to be populated; Toolbox talks to be completed regularly.	S / C to appoint Project Manager in writing; Supervisors to appoint 'black hat' supervisors using Supervisor Competence Form; Supervisors to undertake surveillance of operatives; Supervisors to complete regular toolbox talks; Training Matrix to be displayed; Training records to be maintained.	Director's letter; Supervisor Competence Form; Surveillance Form; Signed toolbox talk briefing sheets; Formal training records to be maintained.	Evidence to be included in Section 4 of WQF; Toolbox talk records to be included in Section 5 of WQF	Director to appoint S / C Project Manager; Project Manager to oversee competence of site personnel; S / C Supervisors to check competence of operatives.	Director, Project Manager and Supervisors to allocate applicable time.	H	H	n / a	n / a		
	01-Jan	Latest design information issued														
	1.5	Strategy to protect works														
	1.6	Site quality briefing														
	1.7	Audit of factory processes (prior to commencement of off site manufacture)														
	1.8	Equipment calibration														
	1.9	Mock-up to be produced														
	1.1	Samples														
Material Conformity	2.1	UKAS Accreditation														
	2.2	Approval of Permanent Materials														
	2.3	Material certification														
	2.4	Material storage														

STAGE	Ref.	What is the activity or quality input?	Requirement		What will be done to ensure compliance	How will compliance be demonstrated?	Evidence		Who has responsibility for closing out this requirement?	What resources are required?	Inspection / Test Details & Parties Involved				
			Where from?	What is the requirement?			Description	Location			S / C	PC	PC Client	Other 1	Other 2
								BCO							
Off Site Manufacture	3.1	Audit of off site manufacture in progress.													
	3.2	Off site manufacture records													
Site Construction	4.1	Pre condition survey													
	4.2	Benchmark Standard approved													
Testing & Commissioning	5.1														
Post Construction	6.1	Final Inspection													
	6.2	Protection of works													
	6.3	As-Built Information / Red-Line Drawings													
	6.4	Operating & Maintenance Manual Information													
	6.5	Client Handover													

Subcontractor: Confirmation of ITP Completion			
We confirm that to the best of our knowledge and with respect to the stated scope of works all activities have been completed in accordance with the relevant requirements. We have maintained an adequate 'weight of evidence' to demonstrate compliance which has been made available to relevant parties.			
Name	Role	Date	Signature

Principal Contractor			
We confirm that with respect to the stated scope of works and to the best of our knowledge works been completed in accordance with all relevant requirements. An adequate 'weight of evidence' has been maintained to demonstrate compliance and made available to relevant parties.			
Name	Role	Date	Signature