

Inspection and Test Plan

Inspection and test plan for a work package: each check with its acceptance criteria, hold and witness points, who inspects, results, records and release.

1. Work package

What the plan covers and what it is checked against.

Project

Filled in from the project in SiteSurvey.

Plan reference and revision

Client

Site *

Site address

Work package or activity *

Contractor carrying out the work

Prepared by

Date

Specifications, drawings and standards the work is checked against

Hold point: work stops until the named person has inspected and signed. Witness point: they are invited to see it, and work can go on if they do not attend. Review: records are checked afterwards. These are the usual meanings: your contract may define them differently.

2. Inspections and tests

One entry for each check, in the order the work is done.

Inspection and test points (copy this block for each one)

Stage or activity *

What is inspected or tested?

Acceptance criteria and reference

Method (choose one)

☐ Visual ☐ Measurement ☐ Test ☐ Document review ☐ Other: _____

How often

Type of point * (choose one)

☐ Hold point ☐ Witness point ☐ Review of records ☐ Contractor check only

Who inspects or signs

Result (choose one)

☐ Not yet done ☐ Passed ☐ Failed ☐ Waived

If applicable: Raise a non-conformance report and do not cover up or build over the work until it is closed.

Who agreed to waive it, and why? (if applicable)

Inspected by (if applicable)

Date (if applicable)

Record or certificate reference

Photos (photos: attach, or note the file names)

Points (worked out automatically in the app)

Passed (worked out automatically in the app)

Failed (worked out automatically in the app)

3. Release

Sign when every hold point is released.

Have all hold points been passed or formally waived?

☐ Yes ☐ No

What is outstanding? (if applicable)

Signed for the contractor by

Contractor signature

Signed for the client or inspector by

Client or inspector signature