

# Inspection & Test Plan

Use this template to qC inspections for [work package].

## Template Metadata

Field	Details
Category	Construction
Owner	[Team or owner]
Version	[Version number]
Effective Date	[Date]
Review Cycle	[Monthly / Quarterly / Annual / Event-based]
Status	[Draft / In Review / Approved]

## Scope & Objectives

Define the work package covered, the purpose of the ITP, and how it fits into the overall quality plan.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Reference Standards

List all applicable standards, specifications, codes, and project-specific requirements (e.g., ACI 318, BS EN 13670, project specification section numbers).

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## ITP Matrix

Table with columns: Item No., Activity/Operation, Inspection Type (Visual/Dimensional/Test), Acceptance Criteria, Inspection Point (Hold H / Witness W / Review R), Responsible Party, Reference Document. This is the.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Documentation Requirements

List all records, test certificates, and reports that must be produced and retained. Include forms, register templates, and filing requirements.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Non-Conformance Procedure

Describe the process when work does not meet acceptance criteria: how NCRs are raised, who reviews, disposition options (rework, accept as-is, reject), and close-out requirements. Use H (Hold), W (Witness), R (Review).

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

## Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

## Review and Signoff

Document review conclusions, approvals, unresolved items, and next review date.

Role	Name	Date	Notes
Preparer	[Name]	[Date]	[Notes]
Reviewer	[Name]	[Date]	[Notes]

Role	Name	Date	Notes
Approver	[Name]	[Date]	[Notes]