

Sample of Inspection and Test Plan (ITP)

Project: _____

Scope of Work: Supply and Installation of Wardrobe

Appendix A

S/No	Activity	Responsibility	Inspection Method	Requirement Reference	Acceptance Criteria	Frequency	Records
1 SUBMISSION							
1.1	Shop drawings	MC/ADO	Review	-	Approved	Initial stage	Approved submissions
1.2	Sample submission	MC/ADO	Review	-	Conform to specifications	Initial stage	Approved submissions
1.3	Quality plan	MC/ADO	Review	-	Conform to specifications	Initial stage	Approved submissions
2 INCOMING MATERIALS INSPECTION							
2.1	Carcass	MC	Visual/ Measurement	Section 5.1	As per approved samples	Each delivery	Delivery document
2.2	Door panel	MC	Visual/ Measurement	Section 5.1	As per approved samples	Each delivery	Delivery document
2.3	Ironmongery	MC	Visual/ Measurement	Section 5.2	As per approved samples	Each delivery	Delivery document
3 IN - PROCESS INSPECTION							
3.1	Setting out (i.e. Height & Level)	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.2	Installation of carcass	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.3	Installation of filler	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.4	Installation of door panels	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.5	Touch up and handover	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
Prepared by _____		Verified by _____		Approved by _____			
Date _____		Date _____		Date _____			
LEGEND		MC – Main contractor/ Installer		ADO – Architect/ Designer/ Owner			

Appendix A

Sample of Inspection and Test Plan (cont'd)

Project: _____

Scope of Work: Supply and Installation of Wardrobe

S/No	Activity	Responsibility	Inspection Method	Requirement Reference	Acceptance Criteria	Frequency	Records
4 FINAL INSPECTION							
4.1	Cleaning	MC	Visual	Section 6.1	Surface is clean	At completion	-
4.2	Protection	MC	Visual	Section 7	Protect finished wardrobe	At completion	-
4.3	Work acceptance	MC	Visual	Section 6.1	As per specifications	At completion	Inspection records
5 WORK HAND-OVER							
5.1	Inspection by owner	MC/ADO	-	-	-	At hand-over	-
Prepared by _____		Verified by _____		Approved by _____			
Date _____		Date _____		Date _____			
LEGEND		MC – Main contractor/ Installer		ADO – Architect/ Designer/ Owner			

Sample of Inspection and Test Plan (ITP)

Appendix A

Project: _____

Scope of Work: Supply and Installation of Kitchen Cabinet

S/No	Activity	Responsibility	Inspection Method	Requirement Reference	Acceptance Criteria	Frequency	Records
1 SUBMISSION							
1.1	Shop drawings	MC/ADO	Review	-	Approved	Initial stage	Approved submissions
1.2	Sample submission	MC/ADO	Review	-	Conform to specifications	Initial stage	Approved submissions
1.3	Quality plan	MC/ADO	Review	-	Conform to specifications	Initial stage	Approved submissions
2 INCOMING MATERIALS INSPECTION							
2.1	Carcass	MC	Visual/ Measurement	Section 5.1	As per approved samples	Each delivery	Delivery document
2.2	Door panel	MC	Visual/ Measurement	Section 5.1	As per approved samples	Each delivery	Delivery document
2.3	Ironmongery	MC	Visual/ Measurement	Section 5.2	As per approved samples	Each delivery	Delivery document
3 IN - PROCESS INSPECTION							
3.1	Setting out (i.e. Height & Level)	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.2	Installation of carcass	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.3	Installation of filler	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.4	Installation of worktop	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.5	Installation of accessories	MC	Visual/ Measurement	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.6	Installation of door panels	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
3.7	Touch up and handover	MC	Visual	Section 6.1	Conform to specifications	Each item	Checklist @ Appendix B
Prepared by _____		Verified by _____		Approved by _____		_____	
Date _____		Date _____		Date _____		_____	
LEGEND		MC – Main contractor/ Installer		ADO – Architect/ Designer/ Owner			

Appendix A

Sample of Inspection and Test Plan (cont'd)

Project: _____

Scope of Work: Supply and Installation of Kitchen Cabinet

S/No	Activity	Responsibility	Inspection Method	Requirement Reference	Acceptance Criteria	Frequency	Records
4 FINAL INSPECTION							
4.1	Cleaning	MC	Visual	Section 6.1	Surface is clean	At completion	-
4.2	Protection	MC	Visual	Section 7	Protect finished wardrobe	At completion	-
4.3	Work acceptance	MC	Visual	Section 6.1	As per specifications	At completion	Inspection records
5 WORK HAND-OVER							
5.1	Inspection by owner	MC/ADO	-	-	As per specifications	At hand-over	-
Prepared by _____		Verified by _____		Approved by _____			
Date _____		Date _____		Date _____			
LEGEND		MC – Main contractor/ Installer		ADO – Architect/ Designer/ Owner			