

# Sample of Inspection and Test Plan (ITP)

Project:  
Scope of Work: Engineered Wood Flooring

Appendix A

S/No	Activity	People -In- Charge	Inspection Method	Requirement Reference	Frequency	Acceptance Criteria	Stages	Records
1	Submission (Shop Drawing / Method Statement)							
1.1	Shop Drawings	BR / ADOS	Review	-	Each unit type	As per Specification & Approved Drawings	Prior to Start Work	Approved Submission
1.2	Method Statement	BR / ADOS	Review	-	Each unit type	As per Specification	Prior to Start Work	Approved Submission
1.3	Method Statement <ul style="list-style-type: none"> <li>• Engineered Wood</li> <li>• Underlay</li> <li>• Skirting</li> <li>• Wood Filler</li> <li>• Moisture Barrier</li> <li>• Adhesive</li> <li>• Accessories</li> <li>• Protection</li> </ul>	BR / ADOS	Review	Section 2	Each unit type	As per Specification	Prior to Start Work	Approved Submission
Prepared By:			Verified By:			Approved By		
Date:			Date:			Date:		
<u>Legend</u>	BR – Builder Rep. ADOS – Architect /Designer / Owner / Supervisory Personnel							

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1.4	Sample Submission <ul style="list-style-type: none"> <li>• Engineered Wood</li> <li>• Underlay</li> <li>• Skirting</li> <li>• Wood Filler</li> <li>• Moisture Barrier</li> <li>• Adhesive</li> <li>• Accessories</li> <li>• Protection</li> </ul>	BR / ADOS	Review	Section 2	Each unit type	As per Specification	Prior to Start Work	Approved Submission
2	Incoming Material Inspection							
2.1	Types of Material Delivered <ul style="list-style-type: none"> <li>• Engineered Wood</li> <li>• Skirting</li> <li>• Underlay</li> <li>• Moisture Barrier</li> <li>• Wood Filler</li> <li>• Adhesive</li> <li>• Accessories</li> <li>• Protection</li> </ul>	BR / ADOS	Visual / Specifications	Section 3	Each Delivery	As per Specification	Prior to Start Work	Delivery Document
Prepared By:			Verified By:			Approved By		
Date:			Date:			Date:		
<u>Legend</u>	BR – Builder Rep.		ADOS – Architect /Designer / Owner / Supervisory Personnel					

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2.2	Storage and Handling of Material <ul style="list-style-type: none"> <li>• Engineered Wood</li> <li>• Skirting</li> <li>• Underlay</li> <li>• Moisture Barrier</li> <li>• Wood Filler</li> <li>• Adhesive</li> <li>• Accessories</li> <li>• Protection</li> </ul>	BR / ADOS	Visual / Specifications	Section 3	Each Delivery	As per Specification	Prior to Start Work	Delivery Document
2.3	Selection of Material for Testing <ul style="list-style-type: none"> <li>• Engineered Timber</li> <li>• Skirting</li> <li>• Moisture Barrier</li> <li>• Adhesive</li> </ul>	BR / ADOS	Visual / Testing	Section 3	Random Selection	As per Specification	Prior to Start Work	Delivery Document
3	Preparation							
3.1	Method of Installation	BR / ADOS	Visual / Specifications	Section 4	Each Location	As per approved submission	Prior to Start Work	Approved Submission
3.2	Mock Up Unit	BR / ADOS	Visual / Measurement	Section 4	Each Location	As per approved submission	Prior to Start Work	Approved Submission
Prepared By:			Verified By:			Approved By		
Date:			Date:			Date:		
<u>Legend</u>	BR – Builder Rep.		ADOS – Architect / Designer / Owner / Supervisory Personnel					

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3.3	Surface Preparation Check <ul style="list-style-type: none"> <li>• Moisture content</li> <li>• Surface evenness</li> <li>• Hollowness</li> <li>• Squareness at corners</li> <li>• Interfacing joint</li> </ul>	BR / ADOS	Visual / Specifications	Section 3	Each Delivery	As per Specification	Before Installation	Checklist
3.4	Setting Out Check	BR / ADOS	Visual / Measurement	Section 4	Each Location	As per approved submission	Before Installation	Checklist
3.5	Cleanliness of Floor	BR / ADOS	Visual / Measurement	Section 4	Each Location	As per approved submission	Before Installation	Checklist
4	Installation							
4.1	Apply Moisture Barrier (Optional) (Allow to cure)	BR / ADOS	Visual / Specifications	Section 5	Each Location	As per approved submission	Before Installation	Checklist
4.2	Apply Adhesive with Notched Trowel	BR / ADOS	Visual / Measurement	Section 5	Each Location	As per approved submission	Before Installation	Checklist
Prepared By:			Verified By:			Approved By		
Date:			Date:			Date:		
<u>Legend</u>	BR – Builder Rep. ADOS – Architect /Designer / Owner / Supervisory Personnel							

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4.3	Install Underlay (if applicable)	BR / ADOS	Visual / Measurement	Section 5	Each Location	As per approved submission	Installation	Checklist
4.4	Install Engineered Wood	BR / ADOS	Visual / Measurement	Section 5	Each Location	As per approved submission	Installation	Checklist
4.5	Protection	BR / ADOS	Visual / Measurement	Section 6	Each Location	As per approved submission	Installation	Checklist
4.6	Install Skirting	BR / ADOS	Visual / Measurement	Section 5	Each Location	As per approved submission	Installation	Checklist
4.7	Quality Checks	BR / ADOS	Visual / Measurement	Section 8	Each Unit	As per Specification	Quality Check	Checklist
Prepared By:			Verified By:			Approved By		
Date:			Date:			Date:		
<u>Legend</u>	BR – Builder Rep.		ADOS – Architect /Designer / Owner / Supervisory Personnel					

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