EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **STRUCTURAL STEEL** | | | | | | | | |
| **PROJECT: CONTRACT No.: CLIENT:**  **ITP No.** | | | **Inspector/Characteristics**  R: Report/Record Submitted/Test Results X: Inspection  H: Hold Point  W: Witness Point | | Authorised by Client:  Date: | | | Prepared by: |
| Approved for Use: (Quality Manager/Date) |
| Revision:  Date: | | |
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| **Inspector / Characteristics** | | |  |
| **Ref** | **Process Description** | **Spec / Std / Drawings** | **Acceptance Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying Records** |
| 1 | Subcontractor Review |  |  |  |  |  |  |  |
| 2 | Safety Induction |  |  |  |  |  |  |  |
| 3 | Approve Shop Drawings |  |  |  |  |  |  |  |
| 4 | Approve welding procedures. |  |  |  |  |  |  |  |
| 5 | Obtain Welders Certificates or arrange  tests for Welders. |  |  |  |  |  |  |  |
| 6 | Check set out. |  |  |  |  |  |  |  |
| 7 | Monitor Welding |  |  |  |  |  |  |  |
| 8 | Non-Destructive tests on welded joints by: (Select according to specification.)   * Radiographic methods. * Ultrasonic methods. * Magnetic particle testing media. * Penetrant (dye type) testing media. |  |  |  |  |  |  |  |
| 9 | Check fabricated members. |  |  |  |  |  |  |  |
| 10 | Monitor painting and/or special  coating. |  |  |  |  |  |  |  |
| 11 | Test paint and/or special coating. |  |  |  |  |  |  |  |
| 12 | FINAL INSPECTION - (Including review of records for Items 3 to 11 above). |  |  |  |  |  |  |  |
| 13 | Check deliveries of steelwork to site. |  |  |  |  |  |  |  |
| 14 | Check set out. |  |  |  |  |  |  |  |
| 15 | Check holding down bolts and bearing  plates. |  |  |  |  |  |  |  |
| 16 | Monitor site welding. |  |  |  |  |  |  |  |
| 17 | Non-Destructive tests on site welded joints by: (Select according to specification.)   * Radiographic methods. * Ultrasonic methods. * Magnetic particle testing media. * Penetrant (dye type) testing media. |  |  |  |  |  |  |  |
| 18 | Check erected steelwork as follows:   1. Steel members. 2. Splices and joints. 3. Bolts, nuts, washers and packers. 4. Wedging under base plates. |  |  |  |  |  |  |  |
| 19 | Obtain Regulatory Authorities'  Certificates and Approvals. |  |  |  |  |  |  |  |
| 20 | Obtain guarantees. |  |  |  |  |  |  |  |
| 21 | Inspections  . Commencement of shop fabrication.  . Commencement of welding procedure tests.  . Commencement of welding.  . Prior to placement of root rung of complete penetration butt welds.  . Completion of fabrication prior to surface preparation.  . Commencement of surface preparation prior to protective coating.  . Completion of protective coating prior to site delivery.  . Steelwork on site prior to erection.  . Completion of erection prior to encasing or fixing cladding.  . Encasing |  |  |  |  |  |  |  |
| 22 | Check structural steel plumbed and  braced. |  |  |  |  |  |  |  |
| 23 | Check base plates grouted. |  |  |  |  |  |  |  |

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| **Ref** | **Process Description** | **Spec / Std / Drawings** | **Acceptance Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying Records** |
| 24 | FINAL INSPECTION - (Including review of records for Items 13 to 23 above.) Check grouting to bases and touching up primer/coatings. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |