EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **LIGHT WEIGHT FRAMES AND TRUSSES** | | | | | | | | |
| **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: | | |
|  |
| **Inspector / Characteristics** | | |  |
| **Ref** | **Process Description** | **Spec / Std / Drawings** | **Acceptance Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying Records** |
| 1 | Subcontractor Review |  |  |  |  |  |  |  |
| 2 | Safety Induction |  |  |  |  |  |  |  |
| 3 | Approve samples. |  |  |  |  |  |  |  |
| 4 | Check deliveries of materials as follows:   1. Framing 2. Trusses |  |  |  |  |  |  |  |
| 5 | Check framing installation as follows:   1. Studs 2. Plates 3. Noggings 4. Tie Down 5. Fixings and Supports 6. Bracing 7. Services Installation |  |  |  |  |  |  |  |
| 6 | Check installed items as follows:   1. Door frames 2. Window frames. |  |  |  |  |  |  |  |
| 7 | Obtain certification |  |  |  |  |  |  |  |
| 8 | FINAL INSPECTION - (Including review of records for Items 3 to 7 above).  Check damage. |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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