EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **HYDRAULICS** | | | | | | | | |
| **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 | Inspections  . Trenches excavated and ready for pipe laying.  . Work ready for specified testing. |  |  |  |  |  |  |  |
|  | DRAINAGE/SANITARY PLUMBING |  |  |  |  |  |  |  |
| 4 | Set-Out/Excavation:  . Trenches correctly set out.  . Trench excavation correctly shored.  . Correct depth.  . Warning signs erected. |  |  |  |  |  |  |  |
| 5 | Pipe Laying:  . Correct falls.  . Correctly jointed.  . Bedding sand correct depth.  . Correct pipe/grade.  . All tests satisfactorily completed.  . Pipework stamped with brand of Manufacturer and Authorities' Approval Stamp. |  |  |  |  |  |  |  |
| 6 | Backfilling:  . Warning tape laid.  . Correct backfill material.  . Correct compaction. |  |  |  |  |  |  |  |
| 7 | Vent Pipes:  . Correct diameter.  . Correct projection.  . Flashings checked. |  |  |  |  |  |  |  |
| 8 | Sewer Manholes:  . Correct invert.  . Correct ladder and rungs.  . Manhole lid at correct R.L.  . Manhole covers concrete infilled and stamped. |  |  |  |  |  |  |  |
| 9 | Approval:  . Local Authorities' Certificate of Approval lodged with Company Representative. |  |  |  |  |  |  |  |
| 10 | FINAL INSPECTION |  |  |  |  |  |  |  |
|  | COLD WATER SERVICE |  |  |  |  |  |  |  |
| 11 | Pipe Installation:  . Correct grade and diameter of pipe.  . Correctly fixed.  . Joints correctly soldered or jointed.  . Correct valves. |  |  |  |  |  |  |  |
| 12 | Testing:  . All tests satisfactorily completed. |  |  |  |  |  |  |  |
| 13 | Pipes correctly labelled. |  |  |  |  |  |  |  |
| 14 | Water Hammer:  . Pipes checked for water hammer and rectified. |  |  |  |  |  |  |  |
| 15 | FINAL INSPECTION |  |  |  |  |  |  |  |
|  | FIRE SERVICE |  |  |  |  |  |  |  |
| 16 | Pipework:  . Correct grade of pipe and diameter. |  |  |  |  |  |  |  |
| 17 | Installation:  . Correctly installed and fixed.  . Satisfactorily tested.  . Fixing plate with instructions installed. |  |  |  |  |  |  |  |
| 18 | FINAL INSPECTION |  |  |  |  |  |  |  |

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| **Ref** | **Process Description** | **Spec / Std / Drawings** | **Acceptance Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying Records** |
|  | HOT WATER SERVICE |  |  |  |  |  |  |  |
| 19 | Pipework:  . Correct grade of pipe and diameter. |  |  |  |  |  |  |  |
| 20 | Installation:  . Correctly installed and fixed.  . Correct lagging.  . Pipes correctly labelled.  . Correct valves. |  |  |  |  |  |  |  |
| 21 | Testing:  . Pipes inspected and pressure tested prior to lagging. |  |  |  |  |  |  |  |
| 22 | Hot Water Units:  . Installed according to Manufacturer's recommendations. |  |  |  |  |  |  |  |
| 23 | FINAL INSPECTION |  |  |  |  |  |  |  |
|  | WATER MANAGEMENT SYSTEM |  |  |  |  |  |  |  |
| 24 | Installation:  . Hot and cold water systems flushed and commissioned.  . Correct valves.  . Correct grade and pipe diameter.  . Correct strainers. |  |  |  |  |  |  |  |
| 25 | Testing:  . All tests satisfactorily completed. |  |  |  |  |  |  |  |
| 26 | FINAL INSPECTION |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |