EXAMPLE

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **MECHANICAL** | | | | | | | | |
| **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 | Certification of design and installation. |  |  |  |  |  |  |  |
| 4 | Inspection |  |  |  |  |  |  |  |
| 5 | Obtain approval for penetrations. |  |  |  |  |  |  |  |
| 6 | Maintenance Log |  |  |  |  |  |  |  |
| 7 | Test pipework. |  |  |  |  |  |  |  |
| 8 | Check delivery of materials,  equipment. |  |  |  |  |  |  |  |
| 9 | Monitor installation of plant:  . Plinths  . Vibration Control |  |  |  |  |  |  |  |
| 10 | Monitor installation of pipework. |  |  |  |  |  |  |  |
| 11 | Monitor installation:  . Ductwork  . Splitters, Dampers.  . Plenum Housings  . Access Panels, Doors.  . Air Outlets, Grilles. |  |  |  |  |  |  |  |
| 12 | Monitor insulation, lagging. |  |  |  |  |  |  |  |
| 13 | Provide Certificates and Warranties. |  |  |  |  |  |  |  |
| 14 | FINAL INSPECTION (Including review of records for Items 3 to 13 above). |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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