

**Quollnet.com**[contact@quollnet.com](mailto:contact@quollnet.com)**Project:****XXX XXXX XXXXX - XXXX****Contractor:****ACME LLC**[contact@acme.com](mailto:contact@acme.com)**I.T.P****Inspection test plan****Dates:**

Date Issued:

Date Approved:

**Contract Numnber / Trade:**

Civil/Strcture/Concrete Works

Contract 701-25

**Parties:**

Prepared By:

On Behalf of:

**ITP Number . Revision**

701-ITP-03-31 - Rev 2

**Legend:** H = Hold (stop until release) · W = Witness (notify) · S = Surveillance/Review · C = Contractor · S/C = Subcontractor · E = Engineer/Client Rep · TPI = Third-Party Inspector.

| Seq | Activity/Step                             | Inspectionn Test      | References                        | Acceptance Criteria                                            | Method Procedure         | Frequency Sampling                        | Records             | Resp  | Pt | DM (min) | Remarks                                   |
|-----|-------------------------------------------|-----------------------|-----------------------------------|----------------------------------------------------------------|--------------------------|-------------------------------------------|---------------------|-------|----|----------|-------------------------------------------|
| 1   | Mix Design Approval                       | Review & Approval     | Project Specs; Mix Design; Codes  | Approved mix design for element & exposure class               | Document review          | Per mix design / element                  | Approval stamp      | C/E   | H  | 72h      | Submit prior to any delivery              |
| 2   | Cement/Aggregates/Admixtures Certificates | Document Review       | Mill/Test Certificates            | Valid certificates & compliance to spec                        | Document review          | Each supplier & lot                       | Certificates file   | C     | S  | -        | Retain in QA file                         |
| 3   | Formwork/Erection & Cleanliness           | Visual Inspection     | Specs; Method Statement; Drawings | Correct dimensions; tight joints; clean; release agent applied | Checklist + visual       | Each pour                                 | Formwork checklist  | C/E   | W  | 24h      | Verify camber/lines, access & safety      |
| 4   | Reinforcement (Grade/Size/Spacing/Cover)  | Visual & Measure      | Rebar schedule; Specs; Codes      | Correct grade/size; spacing; laps; cover blocks in place       | Checklist + measurements | Each pour area                            | Rebar ITR           | C/E   | H  | 24h      | No pour without signed ITR                |
| 5   | Embedded Items/Anchors/Sleeves            | Visual Check & Survey | Shop drawings; Specs              | Location/tolerance within drawing; secured against movement    | Survey/visual            | Each pour area                            | Pre-pour checklist  | C/E   | W  | 24h      | Include conduits, waterstops, starters    |
| 6   | Pre-pour Coordination/Method              | Review & Briefing     | Approved Method Statement         | Team briefed; equipment ready; contingency measures in place   | Toolbox talk             | Each pour                                 | TBT record; MS      | C     | S  | -        | Pump paths, vibrator count, backup power  |
| 7   | Batch Ticket Verification                 | Document & Visual     | Spec; Mix Design                  | Batch time, mix code, water added recorded; within limits      | Ticket review            | Every truck                               | Batch ticket copies | C     | S  | -        | Reject if out-of-time or wrong mix        |
| 8   | Concrete Temperature (Fresh)              | Measurement           | ASTM C1064 / EN 12350-7           | Within spec [e.g., 5–32°C or per spec]                         | Thermometer              | Every truck                               | Test log            | C     | S  | -        | Hot/cold weather measures if out of range |
| 9   | Slump/Workability                         | Field Test            | ASTM C143 / EN 12350-2            | Within target [e.g., 75 ± 25 mm] unless otherwise specified    | Slump cone               | Every truck                               | Slump record        | C     | W  | -        | Record admixture/water additions          |
| 10  | Air Content (if specified)                | Field Test            | ASTM C231 / EN 12350-7            | Within specified range [e.g., 4–6%]                            | Pressure meter           | Per spec frequency                        | Air content record  | C     | S  | -        |                                           |
| 11  | Density/Unit Weight (if required)         | Field Test            | ASTM C138 / EN 12350-6            | Within expected density range                                  | Field balance/meas       | Per spec frequency                        | Density record      | C     | S  | -        |                                           |
| 12  | Making Test Specimens                     | Sampling & Molding    | ASTM C31 / EN 12390-2             | Specimens properly made, labeled, cured                        | Mold & initial cure      | Per spec (e.g., 1 set/50 m <sup>3</sup> ) | Cylinder / cube log | C/TPI | W  | -        | Secure curing boxes & transport           |
| 13  | Initial Placement Time                    | Observation           | Spec; Mix Design                  | Within allowable time from batching                            | Check timestamps         | Each pour                                 | Pour log            | C     | S  | -        |                                           |
| 14  | Placement Method & Drop Height            | Observation           | Spec; Method Statement            | Drop height ≤ 1.5 m (or per spec); uniform placement           | Visual                   | Continuous                                | Site diary          | C/E   | S  | -        | Use tremie/chutes if >1.5 m               |

|    |                              |             |                        |                                                                |                    |                      |                     |       |   |     |                                        |
|----|------------------------------|-------------|------------------------|----------------------------------------------------------------|--------------------|----------------------|---------------------|-------|---|-----|----------------------------------------|
| 15 | Vibration/Compaction         | Observation | Spec; Method Statement | Complete consolidation; no segregation; working vibrators      | Visual; checklist  | Continuous           | Compaction record   | C     | S | -   | Backup vibrators on site               |
| 16 | Construction/Pour Joints     | Inspection  | Joint details; Specs   | Joint location & prep per detail; bonding agent where required | Visual; checklist  | Each joint           | Joint record        | C/E   | W | 24h |                                        |
| 17 | Surface Finishing            | Inspection  | Spec; Finish class     | Finish class as specified (float/trowel/broom)                 | Visual             | Each area            | Finish record       | C     | S | -   |                                        |
| 18 | Curing (Method & Duration)   | Inspection  | Spec; ACI/EN guidance  | Method per spec (membrane/wet/blankets);                       | Visual; log        | Each area            | Curing log          | C/E   | S | -   | Hot/windy: evaporation control         |
| 19 | Formwork Stripping           | Inspection  | Spec; Method Statement | Only after achieving required strength & time                  | Check test results | Each element         | Stripping permit    | C/E   | W | 24h |                                        |
| 20 | Surface Defects/Honeycombing | Inspection  | Spec; Repair procedure | Acceptable per tolerance; repair method approved               | Visual; hammer tap | Each element         | Defect/NCR (if any) | C/E   | S | -   |                                        |
| 21 | Compressive Strength Testing | Lab Test    | ASTM C39 / EN 12390-3  | f'c ≥ [___] MPa at 28d (per spec & acceptance rules)           | Lab testing        | Per sampling plan    | Lab reports         | TPI/C | S | -   | Include 7d (optional), 28d (mandatory) |
| 22 | As-Built & Records Handover  | Review      | Spec; ISO 9001         | Complete and traceable records submitted                       | Document review    | Per pour / milestone | ITP pack            | C/E   | S | -   | Retain per contract retention period   |

|               |              |              |           |
|---------------|--------------|--------------|-----------|
| Submitted By: | Reviewed by: | Approved by: | Comments: |
| date:         | date:        | date:        | date:     |