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Project:

XXX XXXX XXXXX - XXXX

Contractor:

ACME LLC

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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

Submitted By:

date:

Reviewed by:

date:

Approved by:

date:

Comments:

date:

How to use this ITP template

Start by deciding the scope of the template (e.g., “Concrete—Slab on Grade,” “Structural Steel—Bolting,” “Fire Pump Pressure Test”). Then work row-by-row:

- 1 - Fill the header (project, contract, revision, date, prepared/reviewed/approved).
- 2 - List the activity/step in sequence and choose the Inspection/Test method (e.g., “Visual & Measure,” “Lab Test,” “Document Review”).
- 3 - In References, cite the controlling specs/standards and any approved submittals using clear tags so they’re easy to audit later:
[MS: Method Statement ID Approved], [SD: Shop Drawing No Rev Approved], [MD: Mix Design ID Approved], [WPS/PQR: IDs Approved], [MAT: Product Data Approved], [CERT: Calibration/Mill Cert].
- 4 - Write Acceptance Criteria as measurable statements (numbers/tolerances where possible). Aim for “pass/fail,” not “looks OK.”
- 5 - Under Method/Procedure, give the test or inspection reference (e.g., ASTM/EN procedure, checklist name).
- 6 - Set Frequency/Sampling (every truck, each lot, first of kind, 10% spot check, etc.).
- 7 - Select Resp (who does it: C, S/C, E, TPI) and Pt (H = Hold, W = Witness, S = Surveillance/Review).
- 8 - For H or W, enter Notice (h)—the minimum advance notice to the authority (typical ranges: 24–72 hours).
- 9 - List Records you’ll file (checklists, test reports, photos, batch tickets, calibration certs).
- 10 - Use Remarks for practical notes (e.g., “No pour without signed ITR,” “Provide curing method in TBT”).

Keep the legend on the sheet so everyone reads Pt/Resp/notice the same way. If a step doesn’t need a checklist, leave it blank; if it does, add the form name so your team can find it quickly.

How an ITP works (quick primer)

An Inspection & Test Plan is the roadmap for quality: it tells the team what to check, when, how, against which acceptance criteria, and who signs. The ITP sits under your project’s QMS and links everyday construction to the contract/specs. Approvals first: Many steps depend on prior submittal approvals (method statements, shop/coordination drawings, mix designs, WPS/PQR, product data). List those approvals in References so the ITP shows its prerequisites.

- * Gates that control work:
- * Hold (H): work must not proceed past this step until the Engineer/authority releases it.
- * Witness (W): you notify by the stated notice hours; if they attend, they sign; if not, the contract usually allows work to proceed after the grace period—keep proof of notice.
- * Surveillance/Review (S): routine checks; no gate, but records matter.
- * Evidence + traceability: Each step produces records (checklists, test reports, photos, tickets, calibrations). These become your proof for acceptance, payment, and audits.
- * Nonconformance path: If criteria aren’t met, raise an NCR, contain/correct, and re-inspect/re-test as required before closing out the step.

Use the empty template to build trade-specific ITPs, then compare with the concrete works example to calibrate your acceptance criteria, hold/witness points, notification windows, and records. The goal is a template that a site engineer can print or open on a tablet and execute without guessing what “good” looks like.