pointCPD

Inspection and test plan

Quality inspections, hold points and records

Prepare before work starts. Do not proceed past a hold point (H) until it is inspected and signed. Give notice for witness points (W). Attach or reference the record for each line.

1. Project details

Project		**Site address**	
Client		**Principal certifier**	
Drawings and specification (revisions)			
Prepared by		**Date and ITP revision**	

2. Key

H = Hold point: work must not proceed beyond this point until the inspection is done and signed.

W = Witness point: give the inspector notice so they can attend; work may continue if they do not.

R = Record review: documents or certificates checked, no site attendance needed.

3. Inspection and test plan

#	Activity	Acceptance criteria / reference	Check method	Type (H/W/R)	Inspected by	Record	Signed / date
EXAMPLE 1	*Set-out*	*Survey plan; setbacks and levels on approved plans*	*Surveyor check*	*H*	*Surveyor*	*Set-out certificate*	
EXAMPLE 2	*Footing excavation*	*Engineer's drawings; founding material*	*Visual, measure*	*H*	*Principal certifier*	*Inspection record*	
EXAMPLE 3	*Slab reinforcement and membrane*	*Structural drawings; AS 2870*	*Pre-pour checklist*	*H*	*Certifier / engineer*	*Checklist, photos*	
EXAMPLE 4	*Frame*	*Engineering; truss layout; AS 1684*	*Frame checklist*	*H*	*Principal certifier*	*Checklist, truss certificate*	

#	Activity	Acceptance criteria / reference	Check method	Type (H/W/R)	Inspected by	Record	Signed / date
EXAMPLE 5	*Wet area waterproofing*	*AS 3740; manufacturer system*	*Waterproofing checklist, flood test*	*H*	*Builder / certifier*	*Checklist, certificate*	
EXAMPLE 6	*Plumbing rough-in*	*Plumbing standards; pressure test*	*Pressure test*	*H*	*Plumber*	*Test result*	
EXAMPLE 7	*Pre-lining*	*Insulation schedule; BASIX; services*	*Pre-plasterboard checklist*	*H*	*Builder*	*Checklist, photos*	
EXAMPLE 8	*Final inspection*	*Approved plans; certificates*	*Final walk-through*	*H*	*Principal certifier*	*Occupation certificate*	

4. Non-conformances

Work that does not meet the acceptance criteria. Record, fix, re-inspect.

ITP #	Non-conformance	Action	Re-inspected by	Closed (date)

5. Completion

All hold points signed?		**All records filed?**	
Completed by		**Date**	