Inspection and test plan

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Identify the work package, inspection stages and sequence, including interfaces.		
2	List the approved drawings, specifications and applicable standards with revisions.		
3	Define measurable acceptance criteria for each inspection or test activity.		
4	Set inspection frequency, lot size or sampling basis approved for the project.		
5	Assign the performing party, inspecting party and required reviewer for each stage.		
6	Agree hold, witness, surveillance and document-review points before work starts.		
7	Define notice periods, attendance arrangements and authorised release roles.		
8	Identify test methods, laboratories, equipment and calibration requirements.		
9	Define required evidence, record references and document retention arrangements.		
10	Obtain approval and communicate the plan; control revisions as the scope changes.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Inspection and test plan

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / INSPECTION AND TEST SCHEDULE

Stage / activity	Criterion / frequency	H/W/S/R + notice	Perform / inspect / release	Record ref.

H = hold (no progression until authorised release); W = witness (notice and waiver rules agreed in advance); S = surveillance; R = document review. These codes and responsibilities must be agreed for this project.

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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