[Your company name]

Inspection and Test Plan

Planned inspections, tests and hold points for a work package

Project	
Work package	
Contractor	
ITP ref and revision	
Specification ref	

Ref	Activity or stage	Inspection or test	Acceptance criteria	Specification clause	Frequency	Point type	Contractor	Client or engineer	Record or certificate	Date	Signed
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Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

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How to use this ITP

List each stage of the work in the order it is built.

Set the inspection or test, the acceptance criteria and the specification clause it comes from.

Hold points stop work until the inspection is signed off. Witness points give notice so the client can attend.

File the record or certificate for each line. Completed ITPs form part of the handover information.

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legal advice.

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