



## Inspection and Test Plan Sample

Selected pages (not the complete plan)

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An Inspection and Test Plan is more than just a form listing inspections and tests.

It's a plan that details how you manage your **inspection and test process** to ensure construction quality including:

- How you qualify inspectors
- How field superintendents inspect phases of work
- How you handle nonconformances
- How you verify that your ITP is being followed
- And more...

## PROJECT-SPECIFIC INSPECTION AND TEST PLAN

Sample of Selected Pages

# PROJECT INSPECTION AND TEST PLAN PLAN

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## B. TESTING LABORATORY QUALIFICATIONS

Testing laboratories are required to perform quality tests as identified on the Test Plan.

Credentials of laboratories that will be performing tests for this project are included as an exhibit in this subsection.

Records of qualification approval are maintained on the Laboratory Qualifications form and included as exhibits in this subsection.

### QUALIFICATION OF TESTING LABORATORIES

Independent laboratories performing tests or quality inspections have additional requirements for purchase order specifications including certification by a nationally recognized testing accreditation organization as appropriate for the scope of the inspection or test:

- NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
- NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
- The American Association of State Highway and Transportation Officials (AASHTO)
- International Accreditation Services, Inc. (IAS)
- American Association for Laboratory Accreditation (A2LA) program

## [CompanyName] Laboratory Qualification Form

Version August 4, 2011

Company Name:		Scope of Work (specification sections):	
Project ID	Project Name	Approval	Approved By
[ProjectNumber]	[ProjectName]	<input type="checkbox"/> Yes <input type="checkbox"/> Conditional <input type="checkbox"/> No	
Review Topics	Project-Related Job Credentials		
	Licenses required:		License and expiration dates:
	Certification required: <input type="checkbox"/> NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7. <input type="checkbox"/> NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program. <input type="checkbox"/> The American Association of State Highway and Transportation Officials (AASHTO) <input type="checkbox"/> International Accreditation Services, Inc. (IAS)		Certifications and expiration dates:

## D. REQUIRED INSPECTIONS FOR EACH CONSTRUCTION TASK

The Quality Manager identifies each Phase of Construction Task that requires separate Inspections to assure and control quality results. Each Task triggers a set of requirements for quality control inspections before, during and after work tasks.

A series of inspections will be performed on each Task including

- Material inspections
- Task Job-ready inspections
- Daily work in process inspections
- Task Completion inspections

Results of inspections and tests will be recorded as follows:

- Task inspection results will be recorded on the Task Inspection Form
- Daily inspections of work in process will be recorded on the Daily Inspection Report

Form exhibits are included as an exhibit in this section.

### PREPARATORY SITE INSPECTION

The Superintendent performs a quality inspection prior to starting work and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the task to begin
- Identifies potential problems

**[CompanyName]**  
**Inspection and Test Plan Audit Form**

Version August 4, 2011

Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		
<b>Review Topics:</b> (Place check mark next to each item audited)			
<input type="checkbox"/> Project Inspection and Test Plan Submittal <input type="checkbox"/> Inspections and Tests <input type="checkbox"/> Nonconformances and Corrective Actions <input type="checkbox"/> Inspection and Test Plan Audits <input type="checkbox"/> Inspection Record and Document Controls			

Selected Pages



Choose from a library of Pre-Filled Inspection and Test Plan Forms to use as a template

**EXAMPLE INSPECTION TEST PLAN AND LOG**

<b>CONTRACT NUMBER</b>	<b>PROJECT NAME</b>	<b>CONTRACTOR</b>
EXAMPLE	EXAMPLE	EXAMPLE

Item	Spec #	Specifications Section	Subsection	Test Required	Frequency	Test By (All tests verified by Superintendent and/or QC Manager)	Date Completed	Date Forwarded To Contr. Off.	Remarks
1.	033000	Cast-in-Place Concrete	2.12	Mixing and Delivery	Each Truck	Concrete Redimix Supplier			
2.	033000	Cast-in-Place Concrete	3.12	Concrete – three cylinders, slump, air, temperature	1 composite per truck load delivered	Third party inspector			
3.	074113	Metal Roof Panels	1.4A	Installer Qualifications	Prior to commencement of work	Superintendent			
4.	221100	Water Distribution Systems	3.2N	HDPE Pipe - Bent Strap Test	Once Daily	Plumbing subcontractor			
5.	221100	Water Distribution Systems	3.5A	Hydrostatic Testing of Water System	See Spec.	Plumbing subcontractor			
6.	221100	Water Distribution Systems	3.5B	Pressure and Leakage Test – Water Line	See Spec.	Plumbing subcontractor			
7.	221100	Water Distribution Systems	3.6A	Bacteriological Examination	After disinfection, before use	Plumbing subcontractor			
8.	221120	Water Distribution Systems	3.4A	Mechanical and Electrical Testing (Pump System)	See Spec.	Plumbing subcontractor			
9.	221200	Water Distribution Systems	3.12A	Leak Test	Until Passing	Plumbing subcontractor			





Item	Spec #	Specifications Section	Subsection	Test Required	Frequency	Test By (All tests verified by Superintendent and/or QC Manager)	Date Completed	Date Forwarded To Contr. Off.	Remarks
10.	221200	Water Distribution Systems	3.12B	Air Test	See Spec.	Plumbing subcontractor			
11.	221200	Water Distribution Systems	3.12C	Pressure Test	Until Passing	Plumbing subcontractor			
12.	221310	Sewage Holding Tank	3.4A	Holding Tank Leakage Test	Until Passing	Plumbing subcontractor			
13.	269999	Other Electrical Tests And Calibrations	3.1	Storage Tank Water Level Controls	See Spec.	Plumbing subcontractor			
14.	312000	Earthwork	3.13C	Compaction Test – at Pipe Zone	One per 600 Feet of Trench	Third party inspector			
15.	312000	Earthwork	3.13C	Compaction Test – at Pipe Zone	One test – at each road crossing	Third party inspector			
16.	312000	Earthwork	3.13D	Compaction Test – above Pipe Zone	One per 600 Feet of Trench	Third party inspector			
17.	312000	Earthwork	3.13D	Compaction Test – above Pipe Zone	One test every other lift – at each road crossing	Third party inspector			
18.	312000	Earthwork	3.13I	Tracer Wire Conductivity Test	Until Passing	Third party inspector			
19.	312000	Earthwork	3.16A	Compaction Test – Backfill/Fills	One per Tank or Utility Building	Third party inspector			
20.	312225	Excavation and Embankment	3.12B	Moisture-Density Relationship	One Test for Each Soil Type Encountered	Third party inspector			
21.	312225	Excavation and Embankment	3.12B	Compaction – Road Embankment (Method 4)	One test every 300 sq. yd. of embankment per lift	Third party inspector			
22.	312225	Excavation and Embankment	3.12B	Compaction – Subgrade	One test every 1000 sq. yd. of subgrade	Third party inspector			

Project:	Phase:	Contract#:	Organization: <b>0001</b> Field Operations	Crew:
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Compliance Verification

- Compliance with initial job-ready requirements
- Compliance with m...
- Compliance with w inspection require
- Compliance with w requirements
- Compliance with T requirements
- Compliance with ir
- Compliance with safety policies and procedures

FTQ RTQ Heightened Awareness Checkpoints

- System flushed of all debris and foreign matter **1502**
- // gaskets// pump
- d to provide
- ual is maintained
- d and accessible
- 1506**
- Readouts and indicators clearly visible **1507**
- Relief valves discharge to approved areas **1508**
- Vents and drains discharge to approved areas **1509**
- MSDS available for all Treatment Chemicals **1510**
- Treatment Chemicals stored in accordance with manufacturers' recommendations **1511**

**Inspection Forms with checkpoints are available for most widely used MasterSpec specification sections.**

Reported Nonconformances and incomplete items:

**FTQ Scores and Completion Sign-off**

**Field Mgmt.-Superintendent Inspection 50.45.01**

**Quality**    5   4   3   2   1   *Notes:*

-----  
**On-Time**    5   4   3   2   1   *Notes:*

-----  
**Safety**    5   4   3   2   1   *Notes:*

Sign and date\*: Cell # / ID #:: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

**Field Mgmt.-QA Inspection 50.45.02**

**Quality**    5   4   3   2   1   *Notes:*

-----  
Sign and date\*: Cell # / ID #:: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

<b>Quality Score</b>	5 = 100% NO problems	4 = 1 minor problems	3 = Hotspot or 2-3 minor	2 = 6+ or major problems	1 = Excessive problems
<b>On-Time Score</b>	5 = On Time	4 = Late	3 = Late by 1 day	2 = Late by 2 days	1 = Late more than 2 days
<b>Safety Score</b>	5 = 100% NO problems	4 = 1 minor problem	3 = Hotspot or 2-3 minor	2 = 4+ or major problem	1 = Injury



Project:	Phase:	Contract#:	Organization: <b>0001</b> Field Operations	Crew:
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Compliance Verification

- Compliance with initial job-ready requirements
- Compliance with material inspection and tests
- Compliance with work in process first article inspection requirements
- Compliance with work in process inspection requirements
- Compliance with Task completion inspection requirements
- Compliance with inspection and test plan
- Compliance with safety policies and procedures

Reported Nonconformances and incomplete items:

FTQ 2TQ Heightened Awareness Checkpoints

- Cuts for Conduits in structural members approved by ENGINEER **1652**
- Firestops installed at penetrations through fire partitions// fire walls// smoke partitions// or floors **1653**
- Penetrations through floor// exterior wall and roof sealed and made watertight **1654**
- Excess wiring// insulation// ties// etc. removed from Conduits **1655**
- Conduits secured to prevent movement and chafe **1656**
- Remaining snake lines labeled at both ends **1657**
- Conduit bends do not exceed minimum for size of Conduit used and are even **1658**
- Metal Conduits bonded and grounded **1659**
- Conduits are mechanically continuous **1660**
- Flexible connections to equipment subject to vibrations **1661**

**FTQ Scores and Completion Sign-off**

**Field Mgmt.-Superintendent Inspection 50.45.01**

Quality    5   4   3   2   1   Notes:

-----  
On-Time    5   4   3   2   1   Notes:

-----  
Safety      5   4   3   2   1   Notes:

-----  
Sign and date\*: Cell # / ID #:: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

**Field Mgmt.-QA Inspection 50.45.02**

Quality    5   4   3   2   1   Notes:

-----  
Sign and date\*: Cell # / ID #:: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

<u>Quality Score</u>	5 = 100% NO problems	4 = 1 minor problems	3 = Hotspot or 2-3 minor	2 = 6+ or major problems	1 = Excessive problems
<u>On-Time Score</u>	5 = On Time	4 = Late	3 = Late by 1 day	2 = Late by 2 days	1 = Late more than 2 days
<u>Safety Score</u>	5 = 100% NO problems	4 = 1 minor problem	3 = Hotspot or 2-3 minor	2 = 4+ or major problem	1 = Injury



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