

Blank Inspection and Test Plan Template

An empty planning structure for a user-defined package. No trade inspection sequence is supplied. Replace the first placeholder row and add your own stages, methods, project criteria, roles and evidence links. Use a scoped trade template if you need candidate inspection coverage.

Project	[Enter project / state / parties]
Package	blank-ity
Document / revision	[Enter controlled number and revision]
Issue purpose	For review - proposed editable baseline
Boundary	Complete against project documents; remove out-of-scope activities.

Read before use

- This is a reusable proposed baseline, not an approved project plan or completed inspection record.
- Enter actual acceptance criteria, source revisions/locators, lot basis, frequency, roles and contractual control points from the project. No numeric limit, test result, qualification, signature or client release has been supplied.
- Confirm scope and remove or mark conditional rows that do not apply. Resolve missing or conflicting decisions with the assigned project authority.
- Complete the matching blank Record Prompts only when actual work occurs; retain source certificates and original specialist reports.

Project inputs to resolve

Work stage: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Inspection / test: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

How to check: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Acceptance condition: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Timing / coverage: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Assigned performing and review roles: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Control / release arrangement: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Required evidence / record: [Enter project source / decision] Enter the agreed project wording from controlled documents; retain the exact reference and unresolved questions.

Inspection and Test Plan

Proposed baseline. Replace prompts with controlled project criteria and references before project review.

BLK-01 • [Enter Work stage]

Inspection / test	[Enter Inspection / test]
Method	[Enter How to check]
Acceptance condition	[Enter Acceptance condition]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	[Enter Timing / coverage]
Responsibility	[Enter Assigned performing and review roles]
Point / external party	TBC; Proposed: [Enter project-assigned reviewing / release authority]
Notice / release	Proposed: Confirm project notice recipient, evidence, timing and release authority; no external control point is assigned.
Record	[Enter Required evidence / record]
Applicability / remarks	User-defined package only Proposed baseline. Confirm applicability and replace with controlled project requirement.

Blank matching record prompts

Complete the actual date, observation, result and responsible roles during the work. Blank cells are intentional; this template contains no completed inspection or approval.

BLK-01 • [Enter Work stage]

Field	Actual entry / evidence
Actual observation / result	
Evidence reference	
Issue / disposition / recheck	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

Topic guidance sources and limitations

TfNSW Quality Management (Major Works) – QA

Clause 3.8.2 Inspection and Test Plans, especially required stages/frequency, method and criteria, nominated H/W points and time constraints, performing/reviewing roles, nonconformance next steps and lot close-out

https://standards.transport.nsw.gov.au/_entity/annotation/d7d76f7e-d6c3-ee11-9079-000d3ad2920b

Contract-specific example that ITPs sit within project quality planning and carry steps, methods, records and criteria. Does not establish a universal building ITP format.

Topic guidance is provided for orientation only. Confirm applicable jurisdictional adoption, approved design and contract requirements. No cited source substitutes for the complete controlled project documents or licensed standards.