

Free Building Fire Sprinkler Pipe Installation Work Package Inspection and Test Plan Template

Building automatic sprinkler distribution/range pipe installation only, based on an identified approved design and project-adopted system standard. Covers material/route/support/joint/penetration coordination and receipt/review of a project-required test report from the assigned testing/commissioning party. Excludes fire hydrants, hose reels, alarms/detection, pumpsets, special hazards, domestic-system design, head fit-off unless expressly shown, pressure/functional test instructions, commissioning execution and statutory certification.

Project	[Enter project / state / parties]
Package	fire-protection
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

Project jurisdiction and approval context: [Enter project source / decision] Identify state or territory, building class/use where relevant, authority and applicable approvals.

Approved drawings, schedules and revisions: [Enter project source / decision] Identify the exact controlled plan, detail, schedule, room/zone/line locator and revision.

Contract specification and adopted standards: [Enter project source / decision] Record the project clauses, adopted editions, annexures and precedence; verify actual adoption.

Approved materials and product system: [Enter project source / decision] Identify approved products, batch/source, technical data and installation instructions.

Approved installation method and procedures: [Enter project source / decision] Identify approved procedure, work method, manufacturer instructions and current revision.

Assigned performer, reviewer and external control roles: [Enter project source / decision] Record named roles, authority, required notices and any contract-assigned hold/witness/release.

Project records and handover submission rules: [Enter project source / decision] Identify required record formats, photographs, certificates, reports, recipients and closeout process.

Trade, authority and work-package interfaces: [Enter project source / decision] Define boundaries, predecessor readiness, penetrations/services, other trades and acceptance owner.

Project inspection/testing plan and acceptance basis: [Enter project source / decision] Copy actual method, instrument/lab, locations, lot, frequency, acceptance and report requirements.

Site safety, access and environmental controls: [Enter project source / decision] Identify site-specific risk controls, permits, access arrangements and environmental obligations.

Inspection and Test Plan

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

FIR-01 • Building class, sprinkler scope and approved design basis

Inspection / test	Confirm building classification, protected area, system type, approved design source and adopted compliance pathway are documented.
Method	Review project approvals, fire services drawings, applicable NCC edition/state variation and specified sprinkler standard; log any scope or edition gap.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler package design-basis register
Applicability / remarks	Building sprinkler piping only; do not generalize to all fire protection systems. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-02 • Approved pipe, fittings and material receipt

Inspection / test	Check pipe/fittings and listed system components are approved and traceable to the specified sprinkler system.
Method	Review submittals, markings, delivery documents, material identity and condition against approved design/specification/manufacturer information.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler material receipt and traceability record
Applicability / remarks	No pressure class, material or product acceptance is inferred. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-03 • Pipe route, zone and coordination release

Inspection / test	Verify sprinkler pipe route, branch/range identity and coordinated interfaces are released before installation.
Method	Compare the work front against current fire drawings and coordinated ceiling/structure/service details; record clashes for approved resolution.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler route and coordination record
Applicability / remarks	Does not change sprinkler design or determine head layout. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-04 • Supports, sleeves and penetration interfaces

Inspection / test	Check pipe supports and building penetrations are installed at shown locations and related fire/smoke protection interfaces are identified.
Method	Inspect against approved support/penetration details and record the responsible trade/evidence for reinstating affected fire-rated elements.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler support and penetration interface log
Applicability / remarks	No support spacing/load values supplied; firestopping remains an identified interface. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-05 • Pipe fabrication, joining and installation

Inspection / test	Inspect installed distribution/range piping, joints and identification against approved drawings and specified joining method.
Method	Review work records and visible joints/route against manufacturer instructions, project method and approved fire design; capture deviations by location.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler pipe installation inspection record
Applicability / remarks	No fabricated dimensions or workmanship tolerances are invented. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-06 • Concealment readiness and protection

Inspection / test	Before concealment, reconcile installed pipe evidence, access and unresolved interface items for the identified zone.
Method	Review photographs/inspection evidence, ceiling coordination and project-defined notice/release process; do not mark a contractual hold point unless sourced.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler concealment readiness record
Applicability / remarks	The template does not create a hold point or release authority. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-07 • Pipe integrity test report interface

Inspection / test	Identify required pressure/integrity tests from the project and receive records from the assigned qualified/testing party.
Method	Check submitted report references the system/zone, approved method and criteria source, equipment/results where required, defects, retests and responsible signatories.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler pipe test report receipt log
Applicability / remarks	No test method, pressure, duration or authorization instructions are provided. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-08 • Testing/commissioning evidence and interface status

Inspection / test	Track the separate testing/commissioning dossier and status of valves, heads, alarms, pumps and authority interfaces without claiming their completion.
Method	Review only project-required records from assigned parties; identify excluded systems and unresolved prerequisites in the handover index.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Sprinkler test and commissioning interface register
Applicability / remarks	System testing and commissioning are by separately assigned and appropriately authorized roles. Proposed baseline. Confirm applicability and replace with controlled project requirement.

FIR-09 • As-built, defect closeout and fire package handover

Inspection / test	Index installed pipe scope, approved changes, inspection/test reports, open defects and required submission recipients.
Method	Reconcile evidence against contract and authority submission requirements; retain open items until assigned resolution is documented.
Acceptance condition	Project source and approved installation details identify the applicable scope, requirements and evidence for this location; record any gap or variance for assigned disposition. [Enter Assigned performer, reviewer and external control roles] [Enter Project inspection/testing plan and acceptance basis] [Enter Project records and handover submission rules]
Reference / locator	Topic guidance only; see Source Register. Enter the actual project document, revision and locator.
Trigger / frequency	At the work stage identified by the project inspection plan; repeat when the applicable location, installation condition or controlled source changes. [Enter Project inspection/testing plan and acceptance basis]
Responsibility	Proposed: assigned trade supervisor / quality role records the check; review and external sign-off remain with project-assigned persons acting within documented authority. [Enter Assigned performer, reviewer and external control 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	Fire sprinkler pipe closeout and handover index
Applicability / remarks	Does not certify fire safety or claim authority acceptance. 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.

FIR-01 • Building class, sprinkler scope and approved design basis

Field	Actual entry / evidence
Building class / use locator	
System / zone type	
Approved design / adopted standard ref.	
Authority / approval document ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-02 • Approved pipe, fittings and material receipt

Field	Actual entry / evidence
System / zone	
Pipe / fitting / component	
Approval / product ID	
Batch / delivery docket ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-03 • Pipe route, zone and coordination release

Field	Actual entry / evidence
System zone / floor	
Pipe route / drawing locator	
Other service / structure interface	
Coordination decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-04 • Supports, sleeves and penetration interfaces

Field	Actual entry / evidence
Floor / grid / zone	
Support detail / locator	
Opening / fire-rated element ref.	
Assigned interface owner / evidence ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-05 • Pipe fabrication, joining and installation

Field	Actual entry / evidence
System / zone	
Pipe run / joint locator	
Joining method / procedure ref.	
Deviation / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-06 • Concealment readiness and protection

Field	Actual entry / evidence
Ceiling / riser zone	
Photo / check record ref.	
Valve / access provision ref.	
Project release / notice evidence ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-07 • Pipe integrity test report interface

Field	Actual entry / evidence
System / zone	
Project test method / clause	
Report / date locator	
Leak / repair / retest disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-08 • Testing/commissioning evidence and interface status

Field	Actual entry / evidence
System / zone	
Test / commissioning report ref.	
Assigned responsible party	
Outstanding interface / approval ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

FIR-09 • As-built, defect closeout and fire package handover

Field	Actual entry / evidence
Areas / systems covered	
As-built drawing ref.	
Defect / disposition index	
Package submission / recipient ref.	
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

training.gov.au, CPCPFS3044 Install distribution and range pipes

Official current unit PDF inspected directly (4 pages; generated 24 Dec 2024): identify requirements from job plans/specs/standards/manufacture/jurisdiction sources; set out supports, install to design, mechanical joints, alteration isolation/drain-down and reinstate for water tightness; complete documentation.

https://training.gov.au/TrainingComponentFiles/CPC/CPCPFS3044_R2.pdf

Installation workflow topics only. This broad pipe unit also covers other extinguishing agents; this package narrows its application to building automatic sprinkler piping and supplies no project criteria.

ABCB, NCC 2022 Volume One Specification 17 Fire sprinkler systems

Official NCC page inspected: applicable sprinkler design/install standards vary by building classification/system, state variations apply and multiple AS/FPAA pathways exist.

<https://www.abcb.gov.au/editions/ncc-2022/adopted/volume-one/e-services-and-equipment/17-fire-sprinkler-systems>

Prompts identification of project building class, adopted system standard and applicable state variation. NCC 2022 is not presumed current/adopted for every project.

training.gov.au, CPCPFS4027 Commission fire sprinkler systems

Official unit page reviewed for separation of approved design requirements, component/location/pipework inspection, specified pressure/functional testing and records.

<https://training.gov.au/Training/Details/CPCPFS4027/unitdetails>

Used solely to shape the commissioning report interface. This work package does not assign or teach commissioning/testing authority.

Construction Quality Australia, How to create an Inspection and Test Plan (ITP)

Public industry guide; sections on sequencing activities, method, acceptance source, responsibility, control points and records. Reviewed 2026-10-07.

<https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-itp>

Structure and record-design guidance only. It does not create project criteria, jurisdictional rules or control points.

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.