

Free HVAC Ductwork Installation Work Package Inspection and Test Plan Template

Ordinary building ductwork installation from approved layout through supports, duct assembly, insulation, terminal devices and handover of project-required inspection/test evidence. Excludes refrigeration circuits, refrigerant handling, equipment electrical work, system design, airflow balancing, test execution, commissioning, controls integration and building performance certification.

Project	[Enter project / state / parties]
Package	hvac
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.

HVA-01 • Ductwork scope, coordinated drawings and release

Inspection / test	Confirm duct system type, zone, boundaries, service coordination and applicable specification are identified.
Method	Review approved mechanical layouts, sections, schedules, ceiling/service coordination and revision status; list unresolved clashes.
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	Ductwork work-front release register
Applicability / remarks	Building duct distribution only. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-02 · Duct materials and in-duct components receipt

Inspection / test	Verify duct materials, insulation, dampers and terminal components against approved schedules and manufacturer/product records.
Method	Check item identification, order/delivery records, condition and required compliance submittals before installation.
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	Duct materials traceability record
Applicability / remarks	No material class or performance value is presumed. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-03 · Supports, penetrations and access coordination

Inspection / test	Check support locations and openings/interfaces are installed to coordinated project details without unapproved service conflicts.
Method	Compare installed supports and openings with approved drawings, specified support detail and fire/acoustic penetration interface records.
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	Duct supports and penetration interface record
Applicability / remarks	No support spacing or loading criterion is invented. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-04 · Duct set-out and assembly

Inspection / test	Verify duct sections, transitions and fittings are installed in the intended route and orientation.
Method	Inspect assembly against drawings and schedules; identify size/type or route deviations 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	Duct set-out and assembly record
Applicability / remarks	Design changes require project approval. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-05 • Joints, seals and duct cleanliness protection

Inspection / test	Check specified joint assembly/sealing and internal cleanliness controls before sections become inaccessible.
Method	Inspect the project-defined joint details and protection/closure evidence; document contamination or damaged components.
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	Duct joint and cleanliness record
Applicability / remarks	Seal class or leakage rate is not supplied. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-06 · Duct insulation and acoustic lining

Inspection / test	Confirm specified insulation/lining product, location, support and finish are documented before concealment.
Method	Review product approval and installed configuration against coordinated drawings, schedules and manufacturer instructions.
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	Duct insulation inspection record
Applicability / remarks	No thickness, thermal value or acoustic performance is assumed. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-07 • Dampers, access panels and terminal devices

Inspection / test	Check nominated dampers, access panels, grilles and diffusers are identifiable and installed at coordinated locations.
Method	Compare installed device type/location/orientation and access provision with schedules and coordinated details; record missing identification.
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	Duct terminal and access device register
Applicability / remarks	Device settings and airflow results are not established here. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-08 · Specified duct test record interface

Inspection / test	Identify the exact test requirements and receive the required report from the project-assigned testing party.
Method	Check that submitted report identifies system/zone, method, equipment where required, criteria source, results, defects and retest/disposition references.
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	Duct test report receipt and review log
Applicability / remarks	The plan does not instruct test performance, select test values or authorize balancing/commissioning. Proposed baseline. Confirm applicability and replace with controlled project requirement.

HVA-09 · As-built, defects and mechanical handover

Inspection / test	Reconcile duct installation records, marked-up layouts, open defects and required handover evidence.
Method	Check package index against contract submission schedule; identify later balancing, commissioning and equipment works as separately owned interfaces.
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	HVAC ductwork handover index
Applicability / remarks	Evidence handover only; no HVAC commissioning completion is represented. 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.

HVA-01 • Ductwork scope, coordinated drawings and release

Field	Actual entry / evidence
System / zone ID	
Drawing / revision	
Included duct / terminal boundary	
Coordination query ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-02 · Duct materials and in-duct components receipt

Field	Actual entry / evidence
Duct/component type	
Product / classification ref.	
Batch / delivery docket	
Submittal / approval ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-03 · Supports, penetrations and access coordination

Field	Actual entry / evidence
Grid / ceiling zone	
Support detail locator	
Penetration / access locator	
Other service / firestop ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-04 · Duct set-out and assembly

Field	Actual entry / evidence
System ID	
Grid / run locator	
Duct section / fitting ID	
Deviation / RFI ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-05 • Joints, seals and duct cleanliness protection

Field	Actual entry / evidence
System ID	
Joint / run locator	
Seal/product instruction ref.	
Open end / cleanliness evidence	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-06 · Duct insulation and acoustic lining

Field	Actual entry / evidence
System ID	
Ceiling / riser zone	
Insulation/lining product ref.	
Concealment photo / check ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-07 · Dampers, access panels and terminal devices

Field	Actual entry / evidence
System ID	
Device tag / type	
Room / ceiling locator	
Access / coordination ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

HVA-08 · Specified duct test record interface

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

HVA-09 · As-built, defects and mechanical handover

Field	Actual entry / evidence
Systems / zones included	
As-built drawing ref.	
Defect / disposition index	
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, CPCPMS3035 Install and test ducting systems

Official current unit PDF inspected directly, all four pages: system requirements, materials, supports, installation/sealing, insulation, terminals, specified duct test and records.

https://training.gov.au/TrainingComponentFiles/CPC/CPCPMS3035_R2.pdf

Supports ordinary building ductwork installation process and the need to identify a separate specified test/report. This plan stops at evidence handover; it does not teach refrigeration, balancing, test execution or commissioning.

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.