

Free Building Painting Work Package Inspection and Test Plan Template

Ordinary building decorative painting to scheduled interior/exterior building surfaces, including substrate review, preparation, approved primer/coating system, application, finish review, protection and handover. Excludes industrial/protective coating systems, specialist fireproofing, lead/asbestos remediation, structural repairs and coating design.

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

PAI-01 • Area schedule, finish system and scope release

Inspection / test	Confirm each area, substrate, finish schedule, coating system and adjacent-trade interface is identified.
Method	Review approved finish schedule, drawings, samples, specified product system and exclusions; resolve substrate/system conflicts before preparation.
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	Painting area release register
Applicability / remarks	Architectural building decoration only. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-02 · Paint and preparation product receipt

Inspection / test	Check coatings, primers, fillers and preparation products against approved system and intended surface.
Method	Review approval/submittal, labels, product identifiers, batch and condition against project schedule 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	Paint material receipt and batch record
Applicability / remarks	Product selection and compatibility require project approval. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-03 • Substrate survey and preceding-trade handover

Inspection / test	Inspect and record visible substrate type, condition and unresolved defects before surface preparation begins.
Method	Compare area condition with scope, drawings and coating-system requirements; refer moisture, contamination, movement or repair questions to assigned role.
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	Substrate survey and handover record
Applicability / remarks	No acceptance limit for moisture, adhesion or surface profile is supplied. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-04 • Protection, access and environmental readiness

Inspection / test	Verify adjacent finishes, services, occupants/access constraints and waste controls are protected per project plans.
Method	Review site safety/environmental controls and work-area setup before preparation or application; note permits and unresolved coordination.
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	Painting work-area readiness record
Applicability / remarks	Site-specific controls and regulated-material assessments remain project-led. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-05 • Surface preparation and repairs

Inspection / test	Check preparation method and repaired surface evidence match the scheduled substrate and coating system.
Method	Inspect cleaning, removal of loose coating, filling/sanding or other specified preparation against the project/product source; log unsuitable substrate for disposition.
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	Surface preparation inspection record
Applicability / remarks	Does not authorize hazardous coating removal or remediation. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-06 • Primer and sealer application

Inspection / test	Verify specified primer/sealer identity, area coverage and application record before following coats.
Method	Compare product, substrate, application record and any specified environmental or recoat requirements with current product instructions and project specification.
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	Primer and sealer application record
Applicability / remarks	No drying, coverage or environmental numeric values are inferred. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-07 • Decorative coat application and colour/finish control

Inspection / test	Check coating layers, colour, sheen, edges and finish against approved schedule and sample.
Method	Review application records and inspect agreed viewing locations in the manner specified by the project; identify defects by area for disposition.
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	Decorative coat and finish inspection record
Applicability / remarks	No universal visual tolerance or coat count is invented. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-08 • Protection, touch-up and completion

Inspection / test	Confirm completed areas are protected, agreed touch-ups are tracked and other-trade damage is distinguished in the record.
Method	Walk down by scheduled area, reconcile defect list and protection status, and record interfaces requiring another trade or reviewer.
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	Painting completion and protection record
Applicability / remarks	Completion remains unclaimed until actual project review. Proposed baseline. Confirm applicability and replace with controlled project requirement.

PAI-09 · Paint batch, waste and handover dossier

Inspection / test	Reconcile product/batch traceability, closeout records, waste obligations and required handover submission.
Method	Check package record index against contract submission requirements and close or identify outstanding items for assigned disposition.
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	Painting closeout and handover index
Applicability / remarks	No project result, certificate or acceptance is prefilled. 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.

PAI-01 • Area schedule, finish system and scope release

Field	Actual entry / evidence
Room / elevation / area	
Substrate type	
Specified coating system ref.	
Finish / scope decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-02 · Paint and preparation product receipt

Field	Actual entry / evidence
Product / system layer	
Batch / delivery docket	
Intended area	
Approval / substitution ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-03 · Substrate survey and preceding-trade handover

Field	Actual entry / evidence
Room / elevation / substrate	
Observed condition / photo ref.	
Preceding trade release ref.	
Repair / query ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-04 • Protection, access and environmental readiness

Field	Actual entry / evidence
Work area	
Protected items / method ref.	
Access / permit ref.	
Waste / environmental control ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-05 • Surface preparation and repairs

Field	Actual entry / evidence
Surface / room locator	
Preparation method / source	
Repair / filler product ref.	
Defect / disposition ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-06 • Primer and sealer application

Field	Actual entry / evidence
Surface / area	
Primer / sealer product	
Batch ref.	
Application / recoat source locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-07 • Decorative coat application and colour/finish control

Field	Actual entry / evidence
Room / elevation	
Coat / layer identifier	
Colour / sheen sample ref.	
Defect / disposition locator	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-08 • Protection, touch-up and completion

Field	Actual entry / evidence
Room / elevation	
Protection ref.	
Touch-up / defect ref.	
Other trade / decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

PAI-09 · Paint batch, waste and handover dossier

Field	Actual entry / evidence
Areas covered	
Product / batch index	
Waste record ref.	
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, CPCCPD3021 Prepare existing coated surface for painting

Official unit page; full elements/performance and evidence reviewed: work instructions, surface/substrate assessment, method choice, removal/repair/primer/fill/sand and clean-up.

<https://training.gov.au/Training/Details/CPCCPD3021/unitdetails>

Building decorative package stages around surface readiness and preparation; specified product and project controls remain authoritative.

training.gov.au, CPCCPD3022 Apply paint by brush and roller

Official current unit PDF inspected directly (5 pages): planning, products, preparation, brush/roller application, finishing, job-defined tests and clean-up.

https://training.gov.au/TrainingComponentFiles/CPC/CPCCPD3022_R2.pdf

Supports ordinary decorative paint task stages. Product, finish and verification requirements remain project sourced; no specialist protective coating criteria are applied.

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.