

Free Tiling Work Package Inspection and Test Plan Template

Ordinary internal ceramic/porcelain wall and floor tiling within a building, including substrate/readiness handoff, set-out, adhesive fixing, grout, movement/junction interfaces and closeout. Waterproofing design/installation/certification, stone, external facades, pools, structural substrate repair, wet-area compliance pathway selection and project-specific numerical tolerances are excluded or treated as interfaces.

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

TIL-01 • Scope, room schedule and tile-system release

Inspection / test	Confirm room/zone, wall/floor surfaces, tile selection, setting-out intent, substrate type, interfaces and governing schedule are defined.
Method	Cross-check current room finishes schedule, tile schedule, elevations, details, approved samples and project scope; raise conflicts before work.
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	Tiling zone release register
Applicability / remarks	Internal building floor and wall finishes only; floor and wall are separate surfaces within one package. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-02 • Tile, adhesive, grout and accessory receipt

Inspection / test	Verify delivered products and accessories match approved selections and are traceable to the intended zone.
Method	Review approvals, packaging/labels, batch references, condition and supplier documentation against schedule and product 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	Tile and setting-material receipt record
Applicability / remarks	Does not approve substitutions or infer compatibility. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-03 • Substrate readiness and trade handover

Inspection / test	Inspect the released substrate for identity, condition, cleanliness, support and project-defined readiness before tiling.
Method	Review substrate handover and relevant drawings/product instructions; document visible defects, contamination, movement or moisture evidence only where project documents require it.
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 readiness and handover record
Applicability / remarks	Waterproofing installation and certification are by the separately assigned system/contract role. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-04 • Layout, datum and edge/junction set-out

Inspection / test	Check the approved tile layout, datum, cuts, thresholds, openings and junction details are transferred to the work area.
Method	Compare dry layout or marked set-out with controlled elevations, tile schedule and approved samples; record requested design decisions.
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	Tile set-out check record
Applicability / remarks	Layout criteria and visual expectations remain project-controlled. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-05 • Tile cutting, drilling and edge preparation

Inspection / test	Verify cuts, openings and edge treatments are coordinated with fixtures, trims and adjacent finishes.
Method	Inspect representative work locations against coordinated service/architectural details and tile product requirements; record chips or damage 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	Tile cut and penetration coordination record
Applicability / remarks	Structural penetrations and service modifications are excluded. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-06 • Floor tile bedding, falls and surface geometry

Inspection / test	Check floor tile installation against the project layout and the specifically adopted substrate, fall, drainage and finish criteria.
Method	Inspect the floor zone and drainage interfaces using the method and criteria named in project documents; record location-specific observations and readings if required.
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	Floor tiling inspection record
Applicability / remarks	No fall, flatness or lippage value is supplied by this baseline. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-07 • Wall tile fixing, junctions and alignment

Inspection / test	Check wall tile rows, corners, junctions, trims, penetrations and interface details as work progresses.
Method	Compare installation with approved elevations/details, selected system instructions and project appearance criteria; record specific locations.
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	Wall tiling inspection record
Applicability / remarks	No coverage ratio or alignment tolerance is inferred. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-08 • Grout, movement joints and finish protection

Inspection / test	Verify grout and designated movement/interface joints are completed to the specified system and other-trade boundary.
Method	Review joint schedule and product instructions; inspect joint locations, material identity, finish and protection before handover.
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	Jointing and finish protection record
Applicability / remarks	Do not substitute sealant or movement-joint design. Proposed baseline. Confirm applicability and replace with controlled project requirement.

TIL-09 • Defects, cleaning and tiling handover

Inspection / test	Close the tiling scope by linking defects/dispositions, cleaning/protection status, product records and the package handover index.
Method	Reconcile room-by-room records with outstanding items and required client/project closeout documents; leave unresolved items open.
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	Tiling closeout and handover index
Applicability / remarks	Does not assert finished work acceptance or wet-area compliance. 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.

TIL-01 • Scope, room schedule and tile-system release

Field	Actual entry / evidence
Room / zone / surface	
Tile product / batch / size ref.	
Drawing / schedule revision	
Open scope decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-02 • Tile, adhesive, grout and accessory receipt

Field	Actual entry / evidence
Tile / adhesive / grout product	
Batch / delivery docket ref.	
Intended room / zone	
Approval / substitution ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-03 • Substrate readiness and trade handover

Field	Actual entry / evidence
Wall / floor / substrate type	
Room / zone	
Preceding trade release 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	

TIL-04 • Layout, datum and edge/junction set-out

Field	Actual entry / evidence
Room / elevation / zone	
Datum / control line ref.	
Approved layout / drawing ref.	
Set-out decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-05 • Tile cutting, drilling and edge preparation

Field	Actual entry / evidence
Tile / room / opening locator	
Coordinated detail ref.	
Service / fixture interface	
Damage / decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-06 • Floor tile bedding, falls and surface geometry

Field	Actual entry / evidence
Floor zone / grid	
Waste / threshold locator	
Geometry / fall source locator	
Observation / photo ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-07 • Wall tile fixing, junctions and alignment

Field	Actual entry / evidence
Wall / room / elevation	
Course / datum locator	
Corner / floor junction ref.	
Alignment / interface decision ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-08 • Grout, movement joints and finish protection

Field	Actual entry / evidence
Room / surface	
Joint type / locator	
Grout / sealant product	
Protection / release status ref.	
Date / location / lot	
Actual observation / result / unit	
Original evidence / report reference	
Disposition / corrective action / recheck	
Performed by / date	
Reviewed / decision reference	

TIL-09 • Defects, cleaning and tiling handover

Field	Actual entry / evidence
Room / area	
Defect / disposition ref.	
Product / batch records 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

Australian Tile Council, Tiles & Tiling Guide (public contents and topic pages)

Public landing page and contents/topics reviewed: substrate, installation, joints/grouting, lippage, gradients, waterproofing and slip resistance. Full current manual is member access, so its full text was not used.

<https://austriantilecouncil.com.au/tiles-and-tiling-guide>

Topic taxonomy and distinct checks only; no numerical criteria or full-guide claims.

training.gov.au, CPCCWF3002 Install floor tiles

Official unit page; planning, work instructions, applicable sources, floor tile installation and assessment context reviewed.

<https://training.gov.au/training/details/CPCCWF3002>

Stage topics for floor tiling and field records only; unit assessment requirements are not project acceptance criteria.

training.gov.au, CPCCWF3003 Install wall tiles

Official training.gov.au unit PDF inspected in full (5 pages): application, sequence, wall substrate preparation, cutting, installation, grouting and wall/floor junction scope.

https://training.gov.au/TrainingComponentFiles/CPC/CPCCWF3003_R1.pdf

Topic stages only; no project-specific criteria or licensing conclusions.

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.