

INSPECTION AND TEST PLAN — BALUSTRADES

Design evidence before a fixing, fixings before infills, heights on the finished run, load certificate at the end

PLAN — ONE PER PACKAGE

KD-ITP-BS-002 Rev A0

An inspection and test plan is the list of what will be inspected or tested at each stage of this package, against what acceptance criterion and how often, who holds the work, witnesses it, keeps it under surveillance or reviews the record, and which record proves it. On a balustrade the fixings are the package: they are inspected and photographed before infills, cladding or finishes cover them, and the heights and gaps are measured on the finished run, not on the drawing. The stages below are the ones the area checklists cover, so the R column points to a sheet that exists — the KD-QA sheets are the records; the package cover sheet KD-QA-SYS-001 is the cover the client signs with the register of sheets raised under it; this is the plan behind both. Where this plan exists, section 3 of KD-QA-SYS-001 (and of KD-QA-PD-100 for decoration) is completed as "see this plan" and the letters are agreed here, so nothing is agreed twice. Nothing on this sheet is an acceptance value: the specification reference and the criterion are written in from the specification, and H, W, S and R are agreed with the client before the first stage starts. A failed hold raises KD-QA-SYS-007 and the line stays open until it is re-inspected.

1 PACKAGE

PROJECT / SITE REF	SITE	DATE	PACKAGE / SUBCONTRACTOR	PLAN PREPARED BY	
SPECIFICATION, DRAWINGS AND REVISIONS THIS PACKAGE IS BUILT TO		PRINCIPAL CONTRACTOR'S REVIEWER	CLIENT'S REPRESENTATIVE	NOTICE FOR H AND W POINTS	PLAN REV

2 THE PLAN — ONE LINE PER STAGE, IN THE ORDER THE WORK IS BUILT

H hold — work stops until released · W witness — notice given, work proceeds if they do not attend · S surveillance — checked without stopping the work · R review of the record only. One letter per party per line; a blank means that party takes no part in the stage.

NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
1	Design evidence - before any fixing		Calculation, fixing detail, glass spec on file		Per package				KD-QA-BS-001	
2	Substrate and fixing positions		Structure as the calculation assumes; set-out		Each run				KD-QA-BS-001	
3	Anchors and post fixings		Type, depth, torque; photographed before cover		Each post				KD-QA-BS-001	
4	Anchor proof tests		Pull test at the specified rate; values recorded		Per spec rate				KD-QA-BS-001	
5	Posts - plumb and line		Measured before infills		Each run				KD-QA-BS-001	
6	Heights, gaps and infill		Height and gap measured on the finished run		Each run				KD-QA-BS-001	
7	Glass - marks against the schedule		Every pane's mark recorded; proof of type		Each pane				KD-QA-BS-001	
8	Glass installation		Fixed as the calculation assumes; seals and caps		Each run				KD-QA-BS-001	
9	Handrail continuity and ends		Continuous, returned, no snagging edges		Each run				KD-QA-BS-001	
10	Load certification		Test or certificate as the specification requires		Per package				KD-QA-BS-001	
11	Handover and record		Certificates, photographs and register handed over		Per package				KD-QA-BS-001	

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continued

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KD-ITP-BS-002 Rev A0

3 SIGN-OFF CHAIN

The subcontractor prepares the plan from the specification and the sequence it will build to. The principal contractor's reviewer accepts it: the stages are complete, every record named exists, and every hold falls before the work it protects is covered. The client's representative agrees the H, W, S and R columns and the notice period. A line is closed in the last column by the party holding the highest intervention on it; the area checklists carry the signatures for the checks themselves. Revise and re-sign when the specification, the sequence or the subcontractor changes.

Prepared by — subcontractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted by — principal contractor's reviewer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Agreed by — client's representative:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.