

INSPECTION AND TEST PLAN — CARPENTRY AND JOINERY FIRST FIX

Grade and moisture on delivery, every carcass released before it is covered

PLAN — ONE PER PACKAGE

KD-ITP-CJ-004 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 first-fix carpentry the holds are the releases — the floor carcass before decking, the roof carcass before felt and batten, the stud wall before boarding — because nothing in a carcass can be checked once it is covered. 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	Timber delivery, grade and treatment		Grade marks, treatment certificate, moisture		Each delivery				KD-QA-CJ-009	
2	Moisture content before enclosure		Meter readings at the rate the specification sets		Each area				KD-QA-CJ-009	
3	Joist bearings and hangers		Bearing length, hanger type and nailing		Each floor				KD-QA-CJ-006	
4	Joists - size, centres and level		Measured against the drawing		Each floor				KD-QA-CJ-006	
5	Strutting, blocking and trimmers		Every position on the drawing		Each floor				KD-QA-CJ-006	
6	Notching and drilling		Every notch and hole within the specified limits		Each floor				KD-QA-CJ-006	
7	Release before decking		Floor carcass walked and released		Each floor				KD-QA-CJ-006	
8	Wall plate - level, bedding and straps		Level, bedded and strapped before trusses		Each roof				KD-QA-CJ-007	
9	Trusses - unmodified, bearing and fixed		No cut truss; bearings and clips as drawn		Each roof				KD-QA-CJ-007	
10	Bracing and restraint straps		Every member and strap on the drawing		Each roof				KD-QA-CJ-007	
11	Release before felt and batten		Roof carcass walked and released		Each roof				KD-QA-CJ-007	
12	Stud walls, plates and noggins		Centres, noggins and openings to the drawing		Each wall				KD-QA-CJ-008	
13	Door linings - plumb, size and fixings		Opening size and plumb before boarding		Each opening				KD-QA-CJ-008	
14	Pattresses and services in walls		Pattresses fixed; M&E sign-off		Each wall				KD-QA-CJ-008	

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Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.

TEMPLATE ONLY. The stages are a starting list — add, strike and re-order them to your specification and your contract; write every acceptance criterion in from the specification; agree the H, W, S and R columns with the client before work starts. A plan evidences what was agreed to be checked and does not replace the checking.

Basis: ISO 9001:2015 clauses 8.5.1, 8.6 and 8.7; BS 8000-0:2014; Building Regulations 2010 reg 7(1); BS 8000-5:1990; BS 8103-3:2009.

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continued

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NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
15	Release before boarding		Wall carcass released		Each area				KD-QA-CJ-008	

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.