

INSPECTION AND TEST PLAN — CEILINGS AND ACCESS FLOORS

The void released before it closes, the grid level before tiles, the sub-floor before pedestals

PLAN — ONE PER PACKAGE

KD-ITP-CE-005 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 ceiling package the void is the hold: services signed off, fire-stopping and cavity barriers photographed and the void released before a tile goes in; on an access floor the sub-floor is released before a pedestal is glued down. 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	Services complete - the M&E sign-off		Every service in the void signed off by its trade		Each area				KD-QA-CE-001	
2	Fire-stopping and cavity barriers in the void		Every seal and barrier labelled and photographed		Each area				KD-QA-CE-001	
3	Acoustic barriers and insulation		Continuous and sealed as the specification		Each area				KD-QA-CE-001	
4	Void released for closing		Walk, photographs, golden-thread record		Each area				KD-QA-CE-001	
5	Ceiling set-out and materials		Set-out to the reflected ceiling plan; products		Each area				KD-QA-CE-002	
6	Hangers and main runners		Type, centres, fixings to the structure		Each area				KD-QA-CE-002	
7	Perimeter, cross runners and bulkheads		Trim, fixing, bulkhead framing		Each area				KD-QA-CE-002	
8	Grid level - before tiles		Level measured against the tolerance		Each area				KD-QA-CE-002	
9	Tiles, panels and services integration		Fit, pattern, cut-outs, luminaires and grilles		Each area				KD-QA-CE-003	
10	Access panels and final check		Every panel opens; positions as drawn		Each area				KD-QA-CE-003	
11	Sub-floor and services - before pedestals		Sub-floor sealed; services complete		Each area				KD-QA-CE-004	
12	Pedestals and grid		Set-out, adhesive, height, level		Each area				KD-QA-CE-004	
13	Access floor panels and finish		Fit, level, cut panels, finish		Each area				KD-QA-CE-004	
14	Cleanliness and access		Void clean; panels lift; handover		Each area				KD-QA-CE-004	

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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

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.