

# INSPECTION AND TEST PLAN — CONCRETE AND FORMWORK

Formwork, reinforcement and pre-pour release, every load, slump and cube, curing, strength before striking

PLAN — ONE PER PACKAGE

KD-ITP-CF-007 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 concrete package the pre-pour release is the hold that matters — formwork, reinforcement and cast-ins seen before the first load arrives — and the strength before striking is the one nobody may skip; post-tensioned work adds the stages on KD-QA-CF-006. 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  | Falsework and formwork support           |          | Erected to the TW design; permit to load         |            | Each pour     |     |    |        | KD-QA-CF-001        |          |
| 2  | Formwork - line, level and dimensions    |          | Measured against the tolerance                   |            | Each pour     |     |    |        | KD-QA-CF-001        |          |
| 3  | Tightness, cleanliness and release agent |          | Clean, tight, release agent applied              |            | Each pour     |     |    |        | KD-QA-CF-001        |          |
| 4  | Reinforcement against the schedule       |          | Bars, sizes and spacing to the schedule          |            | Each pour     |     |    |        | KD-QA-CF-002/SF-001 |          |
| 5  | Cover, laps and spacers                  |          | Cover measured; laps, spacers and chairs         |            | Each pour     |     |    |        | KD-QA-CF-002        |          |
| 6  | Cast-ins, boxouts and services           |          | Every cast-in on the drawing                     |            | Each pour     |     |    |        | KD-QA-CF-002        |          |
| 7  | Pre-pour release                         |          | Reviewer walks the pour; pour card opened        |            | Each pour     |     |    |        | KD-QA-CF-003        |          |
| 8  | Delivery tickets - every load            |          | Mix, age, water added; ticket kept               |            | Each load     |     |    |        | KD-QA-CF-003        |          |
| 9  | Slump and cubes                          |          | Slump and cubes at the specified rate            |            | Per spec rate |     |    |        | KD-QA-CF-003        |          |
| 10 | Placing and compaction                   |          | Drop height, vibration, no segregation           |            | Each pour     |     |    |        | KD-QA-CF-003        |          |
| 11 | Finish and level                         |          | Finish class; level measured                     |            | Each pour     |     |    |        | KD-QA-CF-003        |          |
| 12 | Curing and protection                    |          | Method, duration, daily check                    |            | Daily         |     |    |        | KD-QA-CF-004        |          |
| 13 | Cube results                             |          | Results against the specified strength           |            | Each set      |     |    |        | KD-QA-CF-003        |          |
| 14 | Strength before striking                 |          | Struck only at the strength or age the spec sets |            | Each pour     |     |    |        | KD-QA-CF-005        |          |

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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 EN 13670:2009; BS 8500-1:2023 and BS 8500-2:2023; BS EN 12350-2:2019 and BS EN 12390-2:2019.

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# INSPECTION AND TEST PLAN — CONCRETE AND FORMWORK

continued

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| NO | STAGE / ACTIVITY                    | SPEC REF | INSPECTION OR TEST                | ACCEPTANCE | FREQUENCY | SUB | PC | CLIENT | RECORD REF   | SIGN-OFF |
|----|-------------------------------------|----------|-----------------------------------|------------|-----------|-----|----|--------|--------------|----------|
| 15 | Striking sequence and back-propping |          | Sequence as the design; props in  |            | Each pour |     |    |        | KD-QA-CF-005 |          |
| 16 | Finished surface and as-built       |          | Finish class, repairs, dimensions |            | Each pour |     |    |        | KD-QA-CF-005 |          |
|    |                                     |          |                                   |            |           |     |    |        |              |          |
|    |                                     |          |                                   |            |           |     |    |        |              |          |

### 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.