

INSPECTION AND TEST PLAN — ELECTRICAL

Containment before it closes, tests before enclosure, dead and live tests per circuit witnessed, certificate before use

PLAN — ONE PER PACKAGE

KD-ITP-EL-013 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 an electrical package the holds are the releases before enclosure — containment and fire-stopping before the ceiling, tests before the cable is buried — and the certificate before a board is energised for use; dead and live tests are witnessed per circuit against BS 7671:2018+A4:2026, not signed off per floor. 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	Containment route and set-out		Against the drawing; segregation		Each area				KD-QA-EL-001	
2	Containment fixing and supports		Type, centres, fixings to the structure		Each area				KD-QA-EL-001	
3	Fire-stopping at penetrations		Every penetration to the tested detail; labelled		Each area				KD-QA-EL-001	
4	Ready to close - reviewer release		Earthing and containment complete		Each area				KD-QA-EL-001	
5	Cable installation		Type, routes, bending radii, supports		Each area				KD-QA-EL-002	
6	Terminations, glands and identification		Glands, labels and ferrules as the schedule		Each area				KD-QA-EL-002	
7	Tests before enclosure		Continuity and insulation resistance		Each area				KD-QA-EL-002	
8	Distribution boards and switchgear		Delivery, mounting, terminations, labelling		Each board				KD-QA-EL-003	
9	Before energising - tests and permit		Dead tests complete; permit to energise issued		Each board				KD-QA-EL-003/004	
10	Dead tests per circuit - witnessed		Results per circuit against BS 7671		Each circuit				KD-QA-EL-004	
11	Live tests per circuit - witnessed		Results per circuit against BS 7671		Each circuit				KD-QA-EL-004	
12	Schedule of results and certificate		Certificate issued before energising for use		Each installation				KD-QA-EL-004	
13	Illuminance and emergency lighting		Lux measured; full-duration test witnessed		Each area				KD-QA-EL-005	
14	Fire alarm devices and cause-and-effect		Every device tested; every line demonstrated		Each system				KD-QA-EL-006	

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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 7671:2018+A4:2026; IET Guidance Note 3; BS 5266-1:2016; BS 5839-1:2025.

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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	Data, security, PV, EV and lightning		Link tests and commissioning as specified		Each system				KD-QA-EL-007 to 010	
16	Certificates and handover		Certificates, as-built drawings, O&M		Per package				KD-QA-EL-004/006	

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.