

INSPECTION AND TEST PLAN — EXTERNAL WORKS AND LANDSCAPING

Formation and sub-base before surfacing, every load of asphalt, falls and tactile, planting to the schedule

PLAN — ONE PER PACKAGE

KD-ITP-EW-014 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 external works each layer is a hold before the next covers it — formation, sub-base, laying course — and asphalt is checked load by load on the ticket and the temperature; gradients and tactile are measured because they are the part the public walks on. 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	Underground services before excavation		Plans, scan and trial holes		Each area				KD-QA-EW-009	
2	Formation		Level, test as specified, proof roll		Each area				KD-QA-EW-001	
3	Sub-base - before surfacing		Material, thickness, compaction		Each layer				KD-QA-EW-001	
4	Kerbs and edgings		Line, level, bedding, haunching		Each run				KD-QA-EW-001	
5	Ironwork - gullies, frames and covers		Levels, bedding, frame fixing		Each item				KD-QA-EW-010	
6	Laying course and paving units		Thickness, bond, joints		Each area				KD-QA-EW-002	
7	Falls and surface regularity		Falls measured; straightedge		Each area				KD-QA-EW-002	
8	Tactiles, ramps and steps		Layout, gradients, contrast		Each location				KD-QA-EW-002	
9	Asphalt - tack coat, delivery and laying		Tickets, temperatures, thickness		Each load				KD-QA-EW-003	
10	Asphalt - compaction and joints		Rolling, joints, edges		Each area				KD-QA-EW-003	
11	Fencing, gates and barriers		Posts, panels, operation		Each run				KD-QA-EW-004	
12	Street furniture and lighting columns		Foundations, plumb, height		Each item				KD-QA-EW-008/009	
13	Topsoil, planting and tree pits		Soil as specified; plants to the schedule		Each area				KD-QA-EW-005	
14	Line marking and play surfaces		Set-out, application, cure, impact test		Each area				KD-QA-EW-006/007	

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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 7533 series; BS 594987:2015+A1:2017; BS 3882:2015; DfT Guidance on the use of tactile paving surfaces.

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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	Resin surfacing		Base, weather, mixing, cure		Each area				KD-QA-EW-011	
16	Handover and establishment		Snags closed; maintenance period started		Per package				KD-QA-EW-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.