

INSPECTION AND TEST PLAN — FITTED FURNITURE AND FF&E

Samples approved, services behind panels seen before they close, fixings before caps and covers

PLAN — ONE PER PACKAGE

KD-ITP-FF-016 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 fit-out package the holds are the ones that cannot be re-opened cheaply — services behind IPS panels before they close, fixings before caps and covers hide them — and the samples are approved before anything is manufactured. 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	Shop drawings and samples approved		Drawings, finishes and samples approved		Per package				KD-QA-SYS-005	
2	Services and framing behind panels		Seen before panels close them		Each area				KD-QA-FF-002	
3	Fitted units - set-out, fixings and levels		Set-out; fixings into the substrate		Each room				KD-QA-FF-001	
4	Worktops, sinks and sealing		Joints, sealant, upstands		Each room				KD-QA-CJ-005	
5	IPS panels, cubicles and lockers		Fixings, sealing, access		Each room				KD-QA-FF-002	
6	Wall protection and handrails - fixings		Fixings before caps and covers		Each run				KD-QA-FF-003	
7	Blinds - fixings and child safety		Operation; cords and chains		Each window				KD-QA-FF-004	
8	Signage - positions and contrast		Heights, fixings, safety signs		Each sign				KD-QA-FF-005	
9	Racking and mezzanines		Documents, fixings, load notices		Each installation				KD-QA-FF-006	
10	Loose furniture - positions and fixings		Layout; anti-tip fixings		Each room				KD-QA-FF-007	
11	Damage, certificates and handover		Snags, fire certificates, O&M		Each room				KD-QA-FF-007	

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continued

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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.