

INSPECTION AND TEST PLAN — INSULATION AND AIRTIGHTNESS

PLAN — ONE PER PACKAGE

Continuity seen before it closes, the air barrier walked before finishes, the test result against the design figure

KD-ITP-IN-021 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 insulation and airtightness package the holds are the walks — continuity before it closes, the air barrier line before finishes cover it — and the tests report a result against the design figure written in from the specification, never against a number on a form. 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	Materials on site		Product, thickness and conductivity as specified		Each delivery				KD-QA-IN-001	
2	Insulation fitted - before closing		Continuity, fit, no gaps; photographed		Each area				KD-QA-IN-001	
3	Vapour control layer		Laps, seals, penetrations		Each area				KD-QA-IN-001	
4	Thermal bridging details		Junctions built as the details		Each junction				KD-QA-IN-001	
5	Air barrier line complete		Walked before finishes cover it		Each area				KD-QA-IN-002	
6	Penetrations and services sealed		Every penetration sealed		Each area				KD-QA-IN-002	
7	Air test readiness		Openings, seals, vents prepared		Each test zone				KD-QA-IN-002/CO-001	
8	Air permeability test		Result against the design figure		Each test zone				KD-QA-CO-001	
9	Floating floors and resilient layers		Before the floor is closed		Each area				KD-QA-IN-003	
10	Absorbers, hangers and seals		Before finishes		Each area				KD-QA-IN-003	
11	Sound test readiness and result		Result against the design figure		Each test pair				KD-QA-IN-003/CO-002	
12	Thermal imaging where specified		Survey; defects closed		Per spec rate				KD-QA-CO-003	
13	Records for the golden thread		Photographs and certificates filed		Each area				KD-QA-IN-001	

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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.