

INSPECTION AND TEST PLAN — LIFTS

Shaft surveyed and released, guides before the car, safety tests witnessed, certificate before anyone rides

PLAN — ONE PER PACKAGE

KD-ITP-LV-022 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 lift package the shaft is released to the installer as a hold, the guides are seen before the car, and the safety tests are witnessed with every value recorded — nobody rides the lift until the installer's declaration of conformity and marking under the Lifts Regulations 2016 exist. 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	Shaft dimensions and plumb - surveyed		Survey against the lift drawings		Each shaft				KD-QA-LV-001	
2	Structure, fixings and lifting beam		Beam fixed and load marked		Each shaft				KD-QA-LV-001	
3	Pit, landings and openings		Pit depth, drainage, openings		Each shaft				KD-QA-LV-001	
4	Power, lighting and protection		Supply, lighting, shaft protection		Each shaft				KD-QA-LV-001	
5	Release to the lift installer		Shaft handed over		Each shaft				KD-QA-LV-001	
6	Guide rails - before the car		Alignment, brackets, joints		Each shaft				KD-QA-LV-002	
7	Machine, ropes and suspension		Certificates, terminations		Each lift				KD-QA-LV-002	
8	Car and counterweight		Fit, balance, guards		Each lift				KD-QA-LV-002	
9	Landing doors and sills		Gaps, locks, sills		Each landing				KD-QA-LV-002	
10	Ready for safety tests		Installation complete		Each lift				KD-QA-LV-002	
11	Safety tests - witnessed		Every test value recorded		Each lift				KD-QA-LV-003	
12	Certification - before use		Declaration and examination before anyone rides		Each lift				KD-QA-LV-003	
13	Handover		O&M, keys, training		Each lift				KD-QA-LV-003	
14	Hoists and platform lifts		Erection, test, thorough examination		Each unit				KD-QA-LV-004	

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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

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.