

INSPECTION AND TEST PLAN — MECHANICAL SERVICES

First fix released before ceilings close, every pressure and leakage test witnessed, commissioning results within tolerance

PLAN — ONE PER PACKAGE

KD-ITP-ME-024 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 mechanical package the first fix is released before ceilings and risers close, every pressure and leakage test is witnessed before insulation or enclosure, and commissioning is witnessed against the tolerance the specification sets. 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	Pipework route and set-out		Against the drawing		Each area				KD-QA-ME-001	
2	Supports, brackets and anchors		Type, centres, anchors		Each area				KD-QA-ME-001	
3	Sleeves, penetrations and fire-stopping		Tested detail at every penetration		Each area				KD-QA-ME-001	
4	Joints and jointing		Method, visual, samples		Each area				KD-QA-ME-001	
5	Ready to close - reviewer release		Before ceilings and risers close		Each area				KD-QA-ME-001	
6	Pressure test - witnessed		Pressure held for the specified period		Each section				KD-QA-ME-002	
7	Insulation and vapour seal		Before cladding		Each area				KD-QA-ME-003	
8	Ductwork - supports, joints and dampers		Fire dampers to the tested detail		Each area				KD-QA-ME-004	
9	Duct leakage test - witnessed		Class and result as specified		Each section				KD-QA-ME-005	
10	Plant - bases, mounts and connections		Pre-start checks		Each item				KD-QA-ME-006	
11	Underfloor heating loops and test		Pressure test before the screed		Each zone				KD-QA-ME-007	
12	Sanitaryware and soil and waste test		Fixing; test - witnessed		Each area				KD-QA-ME-008	
13	Flushing, chlorination and sampling		Witnessed; certificate		Each system				KD-QA-ME-009	
14	Gas tightness, purge and commissioning		Witnessed; certificate		Each system				KD-QA-ME-010	

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continued

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KD-ITP-ME-024 Rev A0

NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
15	Commissioning and balancing - witnessed		Results within the specified tolerance		Each system				KD-QA-ME-011	
16	Certificates and handover		Certificates, as-built drawings, O&M		Per package				KD-QA-ME-011	

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.