

INSPECTION AND TEST PLAN — PASSIVE FIRE PROTECTION

Tested details on site before a seal, every penetration labelled, nothing closes until the hold is released

PLAN — ONE PER PACKAGE

KD-ITP-FP-026 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 passive fire package every stage is a hold before something closes — no board, tile, panel or boxing until the reviewer releases it — and every seal, barrier, damper and member is labelled and photographed because the golden thread is the product. 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 and tested details on site		Products match the tested detail on file		Each delivery				KD-QA-FP-001	
2	Substrate and opening acceptance		Before any seal		Each area				KD-QA-FP-001	
3	Penetration seals - every one labelled		Installed, labelled and photographed		Each penetration				KD-QA-FP-001	
4	Sample checks across the area		Depth, product, annulus		Per spec rate				KD-QA-FP-001	
5	Hold before closing - penetrations		Not boarded or ceiled until released		Each area				KD-QA-FP-001	
6	Void survey and cavity barrier set-out		Before any barrier		Each area				KD-QA-FP-002	
7	Cavity barriers - continuous and fixed		Installed, closed and photographed		Each area				KD-QA-FP-002	
8	Fire dampers - before fire-stopping		To the tested installation		Each damper				KD-QA-FP-003	
9	Damper test and fire-resisting ductwork		Drop test; ductwork as specified		Each damper				KD-QA-FP-003	
10	Structural steel preparation and primer		Compatible primer; surface profile		Each member				KD-QA-FP-004	
11	Intumescent thickness - member by member		Readings against the assessment		Each member				KD-QA-FP-004	
12	Topseal, damage and certificate		Before the steel is hidden		Each area				KD-QA-FP-004	
13	Riser walls, floors and doors		Before boxing in		Each riser				KD-QA-FP-006	
14	Fire door survey and remediation		Measured; components the certificate permits		Each door				KD-QA-FP-005	

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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	Compartment line walk - before ceilings close		Every line end to end		Each area				KD-QA-FP-007	
16	Golden thread record and release		Photographs, labels, register		Each area				KD-QA-FP-001/007	

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.