

INSPECTION AND TEST PLAN — SECOND-FIX JOINERY

Frames before architraves, fire door certificate before installation, gaps measured on every door, stairs measured

PLAN — ONE PER PACKAGE

KD-ITP-SJ-033 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 second fix the frames are seen before architraves hide the fixings, every fire door is checked against its certificate before and after hanging, and the stair is measured — rise, going, headroom, handrail — because it is the one element a survey will measure again. 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, moisture and finishes		Delivered, stored, moisture on arrival		Each delivery				KD-QA-CJ-009	
2	Frames and linings - before architraves		Plumb, fixed, packed		Each opening				KD-QA-CJ-001	
3	Fire door certificate and label		Before installation		Each door				KD-QA-CJ-002	
4	Fire door frame installation and packing		To the certificate		Each door				KD-QA-CJ-002	
5	Leaf hanging and gaps		Gaps measured		Each door				KD-QA-CJ-001/002	
6	Fire door seals and ironmongery		As the certificate		Each door				KD-QA-CJ-002	
7	Ironmongery, closers and access		Operation; closers		Each door				KD-QA-CJ-001	
8	Skirtings, architraves and trims		Mitres, scribes, fixing		Each room				KD-QA-CJ-003	
9	Filling and ready for decoration		Filled and sanded		Each room				KD-QA-CJ-003	
10	Staircase - rise, going and headroom		Measured		Each flight				KD-QA-CJ-004	
11	Handrails and balustrades		Heights, gaps, fixings		Each flight				KD-QA-CJ-004	
12	Kitchen set-out and units		Services, templates, units		Each kitchen				KD-QA-CJ-005	
13	Worktops, sinks and sealing		Joints; sealing		Each kitchen				KD-QA-CJ-005	
14	Fire door record and release		Register before decoration		Each door				KD-QA-CJ-002	

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Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.

TEMPLATE ONLY. The stages are a starting list — add, strike and re-order them to your specification and your contract; write every acceptance criterion in from the specification; agree the H, W, S and R columns with the client before work starts. A plan evidences what was agreed to be checked and does not replace the checking.

Basis: ISO 9001:2015 clauses 8.5.1, 8.6 and 8.7; BS 8000-0:2014; Building Regulations 2010 reg 7(1); BS 8000-5:1990; BS 8214:2016; BS 5395-1:2010.

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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.