Inspection and test plan (ITP)

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/inspection-and-test-plan-template

Project	ITP number	Revision

Scope of work	Discipline	Applicable specifications and codes

H = Hold point: work stops until the party has inspected and released it. W = Witness point: the party is notified and may attend; work goes on if they do not. R = Review of records. S = Surveillance (spot checks). Example below: piping fabrication and installation. Replace the activities with your own scope.

No.	Activity	Reference document	Acceptance criteria	Verifying record	Frequency	Contr.	Client	TPI	Remarks
1. BEFORE WORK STARTS									
1	Review of drawings and procedures	IFC drawings, project specification	Approved, latest revision	Document transmittal	Once	R	R		
2	Welding procedures (WPS and PQR)	ASME IX or ISO 15614	Qualified for the materials and thickness range	WPS, PQR	Each WPS	R	R	R	
3	Welder qualifications	ASME IX or ISO 9606	Valid for the process and position	Welder register	Each welder	R	R		
4	Calibration of inspection and test equipment	Calibration procedure	Valid calibration certificate	Calibration register	Each instrument	R	S		
2. MATERIAL RECEIPT									
5	Receiving inspection of pipe, fittings, flanges and valves	Purchase order, material specification	Grade, size, rating and heat number match the certificates	Receiving report, EN 10204 3.1 certificates	Each delivery	H	R		
6	Positive material identification (alloys)	Material specification	Alloy confirmed	PMI report	As specified	W	R		
3. FABRICATION AND INSTALLATION									
7	Fit-up inspection	WPS, isometric drawing	Root gap, alignment and bevel within the WPS	Weld log	As specified	S	S		
8	Visual inspection of completed welds	ASME B31.3 or ISO 5817	No unacceptable imperfections	Weld visual report	100 %	W	S		
9	Non-destructive testing (RT, UT, MT, PT)	NDT procedures, specification	Acceptance criteria of the code	NDT reports	As specified	R	R	R	
10	Post weld heat treatment, where required	WPS, specification	Time and temperature within the procedure	PWHT chart	Each weld	R	R		
11	Dimensional check of spools	Isometric drawing	Within tolerance	Dimensional report	Each spool	S	S		
12	Pipe supports	Support drawings	Correct type and location	Installation ITR	Each line	S	S		
4. TESTING AND COMPLETION									

13	Test pack review before testing	Test pack	Welding, NDT and PWHT complete, category A punch cleared	Test pack checklist	Each test pack	H	H		
14	Hydrostatic or pneumatic test	Test procedure, ASME B31.3	No leaks; pressure held for the hold period	Pressure test certificate	Each test pack	W	H	W	
15	Reinstatement after the test	Test pack	Blinds removed, gaskets and bolting to specification	Reinstatement record	Each test pack	W	W		
16	Painting and coating	Painting specification	Dry film thickness and adhesion within specification	Coating report	As specified	W	S		
17	Final documentation	Project specification	All records complete and signed	Handover dossier	Each system	R	H	R	
YOUR ADDITIONAL ACTIVITIES									
18									
19									
20									
21									
22									
23									

Sign-off	Name	Company	Signature	Date
Contractor				
Client				
Third party				