# Sample of Inspection and Test Plan (ITP)

**Project:**
Scope of Work: Engineered Wood Flooring

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<table>
<thead>
<tr>
<th>S/No</th>
<th>Activity</th>
<th>People –In– Charge</th>
<th>Inspection Method</th>
<th>Requirement Reference</th>
<th>Frequency</th>
<th>Acceptance Criteria</th>
<th>Stages</th>
<th>Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Shop Drawings</td>
<td>BR / ADOS</td>
<td>Review</td>
<td>-</td>
<td>Each unit type</td>
<td>As per Specification &amp; Approved Drawings</td>
<td>Prior to Start Work</td>
<td>Approved Submission</td>
</tr>
<tr>
<td>1.2</td>
<td>Method Statement</td>
<td>BR / ADOS</td>
<td>Review</td>
<td>-</td>
<td>Each unit type</td>
<td>As per Specification</td>
<td>Prior to Start Work</td>
<td>Approved Submission</td>
</tr>
</tbody>
</table>
| 1.3  | Method Statement  
- Engineered Wood  
- Underlay  
- Skirting  
- Wood Filler  
- Moisture Barrier  
- Adhesive  
- Accessories  
- Protection | BR / ADOS | Review | Section 2 | Each unit type | As per Specification | Prior to Start Work | Approved Submission |

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<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Verified By:</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Date:</th>
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<tbody>
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**Legend**
- BR – Builder Rep.
- ADOS – Architect / Designer / Owner / Supervisory Personnel

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</table>
| 1.4  | Sample Submission  
• Engineered Wood  
• Underlay  
• Skirting  
• Wood Filler  
• Moisture Barrier  
• Adhesive  
• Accessories  
• Protection | BR / ADOS | Review | Section 2 | Each unit type | As per Specification | Prior to Start Work | Approved Submission |

### 2.1 Types of Material Delivered  
• Engineered Wood  
• Skirting  
• Underlay  
• Moisture Barrier  
• Wood Filler  
• Adhesive  
• Accessories  
• Protection

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<tbody>
<tr>
<td>BR / ADOS</td>
<td>Visual / Specifications</td>
<td>Section 3</td>
<td>Each Delivery</td>
<td>As per Specification</td>
<td>Prior to Start Work</td>
<td>Delivery Document</td>
</tr>
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<th>Records</th>
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</table>
| 2.2  | Storage and Handling of Material  
- Engineered Wood  
- Skirting  
- Underlay  
- Moisture Barrier  
- Wood Filler  
- Adhesive  
- Accessories  
- Protection | BR / ADOS | Visual / Specifications | Section 3 | Each Delivery | As per Specification | Prior to Start Work | Delivery Document |
| 2.3  | Selection of Material for Testing  
- Engineered Timber  
- Skirting  
- Moisture Barrier  
- Adhesive | BR / ADOS | Visual / Inspection | Section 3 | Random Selection | As per Specification | Prior to Start Work | Delivery Document |

### Preparation

| 3.1 | Method of Installation | BR / ADOS | Visual / Specifications | Section 4 | Each Location | As per approved submission | Prior to Start Work | Approved Submission |
| 3.2 | Mock Up Unit | BR / ADOS | Visual / Measurement | Section 4 | Each Location | As per approved submission | Prior to Start Work | Approved Submission |

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<tbody>
<tr>
<td>3.3</td>
<td>Surface Preparation Check</td>
<td>BR / ADOS</td>
<td>Visual / Specifications</td>
<td>Section 3</td>
<td>Each Delivery</td>
<td>As per Specification</td>
<td>Before Installation</td>
<td>Checklist</td>
</tr>
<tr>
<td></td>
<td>• Moisture content</td>
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<tr>
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<td>• Surface evenness</td>
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<tr>
<td></td>
<td>• Hollowness</td>
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<td>• Squareness at corners</td>
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<tr>
<td></td>
<td>• Interfacing joint</td>
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<td>3.4</td>
<td>Setting Out Check</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 4</td>
<td>Each Location</td>
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<td>Before Installation</td>
<td>Checklist</td>
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<td>3.5</td>
<td>Cleanliness of Floor</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 4</td>
<td>Each Location</td>
<td>As per approved submission</td>
<td>Before Installation</td>
<td>Checklist</td>
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<tr>
<td>4</td>
<td>Installation</td>
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<tr>
<td>4.1</td>
<td>Apply Moisture Barrier (Optional) (Allow to cure)</td>
<td>BR / ADOS</td>
<td>Visual / Specifications</td>
<td>Section 5</td>
<td>Each Location</td>
<td>As per approved submission</td>
<td>Before Installation</td>
<td>Checklist</td>
</tr>
<tr>
<td>4.2</td>
<td>Apply Adhesive with Notched Trowel</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 5</td>
<td>Each Location</td>
<td>As per approved submission</td>
<td>Before Installation</td>
<td>Checklist</td>
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<tbody>
<tr>
<td>4.3</td>
<td>Install Underlay (if applicable)</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 5</td>
<td>Each Location</td>
<td>As per approved submission</td>
<td>Installation</td>
<td>Checklist</td>
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<tr>
<td>4.4</td>
<td>Install Engineered Wood</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 5</td>
<td>Each Location</td>
<td>As per approved submission</td>
<td>Installation</td>
<td>Checklist</td>
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<td>4.5</td>
<td>Protection</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 6</td>
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<td>Installation</td>
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<td>4.6</td>
<td>Install Skirting</td>
<td>BR / ADOS</td>
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<td>Section 5</td>
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<td>As per approved submission</td>
<td>Installation</td>
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<td>4.7</td>
<td>Quality Checks</td>
<td>BR / ADOS</td>
<td>Visual / Measurement</td>
<td>Section 8</td>
<td>Each Unit</td>
<td>As per Specification</td>
<td>Quality Check</td>
<td>Checklist</td>
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