



MAGNUM CONSTRUCTION SERVICES INC.

INSPECTION & TEST PLAN (ITP)

Document Code: MCS-QM-03 | **Revision:** 1.0 | **Effective Date:** October 31 2025

1. PURPOSE

To define and document inspection and testing requirements for construction activities, ensuring all works are executed in accordance with contract specifications, design drawings, codes, and Magnum's **Corporate Quality Manual (MCS-QM-01)**. This plan provides traceability and control of verification points throughout construction.

2. SCOPE

Applies to all activities subject to inspection or testing during project execution, including but not limited to:

- Civil & Structural Works
- Architectural Finishes
- Mechanical, Electrical & Plumbing (MEP) Systems
- Equipment Installation & Commissioning

Each discipline shall maintain its own ITP sheets incorporated in the **Project Quality Plan (MCS-QM-02)**.

3. REFERENCES

- ISO 9001:2015 Quality Management Systems
- ASTM, ACI, AWS, NFPA, AISC Standards
- Project Specifications & Drawings
- Magnum Corporate Quality Manual (MCS-QM-01)
- OSHA 29 CFR 1926 / 1910
- Client QA/QC Requirements

4. RESPONSIBILITIES

Role	Responsibilities
Project Manager	Ensures all work activities follow approved ITPs and resources are available for inspections/tests.
Quality Engineer / Inspector	Prepares ITPs, conducts inspections, records results, and coordinates third-party testing.
Construction Superintendent	Notifies QA/QC before critical stages and ensures corrective measures for any deficiencies.
Subcontractor QC Rep.	Implements inspection/test requirements within their scope and maintains supporting records.
Client / Consultant Rep.	Witnesses designated hold-points and approves acceptance documentation.

5. DEFINITIONS

Hold Point (HP): Work shall not proceed without client/QC sign-off.

Witness Point (WP): Inspection to be witnessed by QC/client when possible.

Surveillance (S): Random inspection by QC during activity.

Verification (V): Documented confirmation that inspection/test results meet acceptance criteria.

6. GENERAL REQUIREMENTS

- All measuring and test equipment must be calibrated and traceable to NIST standards.
 - Inspection checklists, test reports, and photographs shall accompany each ITP activity.
 - Non-conforming results trigger an **NCR (MCS-QHSE-17C)** and re-inspection after corrective action.
 - All inspection records shall be signed and dated by responsible parties.
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7. INSPECTION & TEST PLAN TEMPLATE

See form - MCS-QM-03A - INSPECTION & TEST PLAN TEMPLATE

(Additional rows can be added per discipline and phase of work.)

8. RECORDS AND TRACEABILITY

- All inspection/test records filed under project QA/QC index and referenced in the **Turnover Dossier**.
 - Electronic copies stored in **Corporate QMS Database** for ≥ 10 years.
 - Each record shall be traceable to specific drawings, location, and lot numbers.
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9. REVISION & CONTROL

ITPs shall be revised when:

- Contract / specifications change
 - New methods or materials are introduced
 - Client / consultant issues formal comments
- All revisions require approval by the **Project Manager** and **Corporate Quality Director**.
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10. APPROVALS

Prepared By **QA/QC Engineer** **Date**

Reviewed By **Project Manager** **Date**

Approved By **Corporate Quality Director** **Date**