



MAGNUM CONSTRUCTION SERVICES INC.

HOLD POINT / WITNESS POINT SCHEDULE

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1. Purpose

To define the inspection and verification points required during project execution to ensure that all construction and installation works comply with contract specifications, drawings, Inspection & Test Plans (ITPs), and applicable codes.

2. Scope

Applies to all projects and covers **civil, architectural, structural, mechanical, electrical, and environmental** activities executed by Magnum Construction Services Inc. and its subcontractors.

3. Definitions

Term	Definition
Hold Point (HP)	A mandatory inspection stage that requires client or authorized third-party verification before work proceeds . Work must not continue until written release is obtained.
Witness Point (WP)	A stage where the client or QA/QC representative may witness the inspection/test at their discretion. Work may proceed if the witness party is absent but records must be kept.
Surveillance Point (SP)	Routine observation or audit performed by QA/QC without prior notice to verify process compliance.



4. Responsibilities

Role	Duties
QA/QC Manager	Develops and maintains the HP/WP schedule and ensures integration with each project ITP.
Project Manager	Ensures hold and witness points are clearly indicated in the construction schedule and communicated to all stakeholders.
Site Engineer / Inspector	Coordinates inspection requests and ensures timely notification to client/consultant representatives.
Subcontractor	Adheres to defined hold and witness points and provides necessary documentation, test certificates, and access for inspection.

5. Hold / Witness Point Schedule Template

Activity / Process	Discipline	ITP Ref / Specification Clause	Inspection Stage	Type (HP / WP / SP)	Acceptance Criteria	Inspection Authority (Client / Consultant / MCS)	Notification Period (hr)	Remarks
Excavation layout and bench level	Civil	ITP-C-01 / Sec 3.2	Before concrete placement	HP	± 25 mm tolerance / approved bench mark	Client / MCS	24	Verify survey check
Reinforcement fixing and cover	Structural	ITP-S-02 / ACI 318 Sec 7	Before pour approval	HP	As per bar schedule & cover block plan	Client / MCS	24	Cover check required

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Concrete pour placement	Structural	ITP-S-03	During pour	WP	Slump / temperature / mix design	Client / MCS	12	Test third
Waterproofing application	Architectural	ITP-A-06	Before concealment	HP	Manufacturer's specifications	Consultant / MCS	24	Visual adhesion test
Electrical cable termination	Electrical	ITP-E-04 / NEC	Before energizing	WP	Continuity & megger test results	Client / MCS	12	Tag record megger value
HVAC duct pressure test	Mechanical	ITP-M-07 / SMACNA	Before commissioning	HP	Leakage $\leq$ 1 % of design flow	Consultant / MCS	24	With pressure gauge record

(Add or customize rows for each project and discipline.)

6. Process

1. QA/QC Manager prepares the **HP/WP Schedule** for each project phase in alignment with the **Project Quality Plan (PQP)**.
2. The schedule is distributed to all parties and posted at site notice boards.



3. For each Hold or Witness point:
 - A **Request for Inspection (RFI)** must be submitted at least the minimum notification hours before the event.
 - Client/consultant must record attendance and outcome in the RFI log.
 4. Any deviation from an HP without approval constitutes a **Non-Conformance (NCR)**.
 5. Completed HP/WP checklists and test records are filed under **Project Quality Records** (retention 10 years).
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7. Records & Distribution

- Controlled by **QA/QC Department** under the project document register.
 - Integrated with **Inspection & Test Plan (ITP)** and **Daily QC Inspection Reports (MCS-QM-F09)**.
 - Maintained in both digital and printed forms.
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