Inspection and test plan (ITP)

H = hold point, W = witness point, R = review of records, S = surveillance. The points in the sample rows are an example: the Inspector, the customer's specification and your quality manual set yours.

Job no.		**Customer**	
Item / vessel		**Drawing and revision**	
Code and edition		**ITP revision and date**	

Step	Activity	Reference document	Acceptance criteria	Record produced	Shop QC	AI	Customer	Prerequisite steps	Sign-off: name, date, result
1.1	Drawing and calculation review	Drawing, calculations	Code of construction	Approved drawing	R	R	R		
2.1	Material receipt against MTRs	Purchase order, MTRs	Material specification	Receiving report	H	R	R		
2.2	Heat number transfer before cutting	Cut list	Marking procedure	Cut list signed	H	S	S	2.1	
3.1	Long seam fit-up	Drawing, WPS	WPS fit-up limits	Fit-up record	H	S	S	2.2	
4.1	Visual examination of long seam	Weld map	Code acceptance criteria	VT report	H	S	S	3.1	
4.2	RT or UT of long seam	Weld map, NDE procedure	Code acceptance criteria	RT or UT report	H	R	R	4.1	
8.1	Hydrostatic test	Test procedure	Test pressure and hold time	Test record, gauge IDs	H	H	W	4.2	
9.1	Final inspection, nameplate and data report	Drawing, data report	Code of construction	Signed data report	H	H	R	8.1	

Prepared by (QC) · name, signature, date	Reviewed by (Authorized Inspector) · name, signature, date	Accepted by (customer) · name, signature, date

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