

Inspection and test plan (ITP)

A worked example: a concrete slab-on-grade ITP. Each row is one discrete activity with its reference, acceptance criterion, verification method, point type, responsibility and the record the row produces.

Who runs it: QA/QC manager, agreed with the owner's representative and the responsible subcontractor before work starts. When: Issued and approved before the activity begins; each row signed as the work proceeds.

Activity	Reference	Acceptance	Method	Point	Responsible	Record
Subgrade preparation and proof-roll	Project geotechnical report	Subgrade compacted to the specified density; proof-roll shows no rutting or pumping under the loaded truck	Visual	Witness	Earthworks sub / geotechnical engineer	Proof-roll note and photo set tied to the pour area
Vapor barrier placement	Project specification / ACI guidance	Barrier lapped and taped per the spec at every seam and penetration, no punctures left unsealed	Visual	Surveillance	Concrete foreman	Photo set of laps, penetrations and repairs
Reinforcement placement	Structural drawings	Bar size, spacing and lap lengths match the placing drawings; cover maintained on chairs within the drawing tolerance	Measured	Witness	Concrete foreman / GC superintendent	Signed checklist with tape-measure photos
Embed and anchor set	Structural drawings	Embeds and anchors laid out from control lines within the specified location and elevation tolerance	Measured	Witness	Concrete foreman / surveyor	Layout survey or dimensioned photo set
Pre-pour release	Structural drawings / project specification	Reinforcement, embeds, forms and vapor barrier complete and photographed; no open deficiencies on the pour area	Visual	Hold	GC superintendent / engineer of record	Pour release with dated signature and wide-area photos
Concrete placement and consolidation	Project specification / ACI guidance	Placement and consolidation per the specification; truck arrival and discharge times logged for every load	Visual	Surveillance	Concrete foreman	Pour log with truck tickets and time stamps

Activity	Reference	Acceptance	Method	Point	Responsible	Record
Sampling and cylinder testing	Project specification / ASTM guidance	Samples taken at the specified frequency; test results meet the specified strength for the mix	Tested	Hold	Testing laboratory / GC QC lead	Test reports attached to the ITP row as issued
Curing application	Project specification / ACI guidance	Curing compound, blankets or wet cure applied within the specified window and maintained for the full duration	Visual	Witness	Concrete foreman	Curing log with start time and follow-up photos
Formwork stripping	Project specification	Forms stripped no earlier than the specified time or strength; no surface damage caused by early removal	Visual	Surveillance	Concrete foreman	Strip date logged against pour date and test results
Surface walk and defect mapping	Structural drawings / project specification	Honeycombing, voids and cracking photographed and measured before any repair; flatness within the specified tolerance	Measured	Review	GC superintendent / QA-QC manager	Defect map with close-up photos and dimensions