

Inspection & Test Plan (ITP)

Adaptable Template

Document: LTU-DOC-005 | Rev: A | Date: 2025-07

Project: _____ | Contract No.: _____

Client: _____ | Drawing Rev: _____

Usage: This is a starting template. Actual ITP is agreed per project based on contract scope, budget, and risk level. Not all steps apply to every job.

Inspection Level Guide

Level	Typical Application	NDT Scope	Documentation
Basic	Standard structural, low-risk	Visual 100%, NDT per code minimum	MTC + dimensional + photos
Standard	EN1090 EXC2/EXC3, general export	Visual 100%, NDT 10-20%	Full doc package
Enhanced	Offshore, pressure, nuclear-grade	Visual 100%, NDT 50-100%, TPI witness	Full package + TPI sign-off

Select level based on project risk and contract requirements.

Legend

Code	Meaning	What Happens
H	Hold Point	Work stops. QC must sign off before next step.
W	Witness Point	Client/TPI invited (48h notice). Work proceeds if they don't attend.
R	Review	Records available for review. No stoppage.
—	Not applicable	Skip for this project.

ITP Matrix (Customize per project)

Step	Activity	Standard	LTU QC	Client	Record
1	Material receiving	EN 10204	H	R	MTC copy
2	Cutting & preparation	Drawing	S	—	—
3	Fit-up check	WPS + drawing	H	— or W	Photos
4	Welding — visual	ISO 5817	H	R	VT report
5	NDT (if required)	Per contract	H	W	NDT report
6	PWHT (if required)	WPS	W	W	Chart
7	Dimensional check	Drawing / ISO 13920	H	R or W	Dim report
8	Machining check (if applicable)	Drawing	H	W	CMM report
9	Surface prep	ISO 8501-1	H	R	Photos
10	Coating / galvanizing	Spec	H	R	DFT report
11	Final inspection	—	H	W	Final report
12	Packing	Packing plan	H	R	Photos + list
13	Document handover	Contract	H	R	Transmittal

Standard Document Package (adjust per contract)

Document	Basic	Standard	Enhanced
Material Test Certificates (MTC)	✓	✓	✓
WPS / WQR	—	✓	✓
NDT Reports	—	✓	✓
Dimensional Report	✓	✓	✓
PWHT Records	—	If applicable	✓
Coating / DFT Report	—	✓	✓
Photographs	✓	✓	✓
Packing List	✓	✓	✓
Certificate of Conformity	—	✓	✓
TPI Reports	—	—	✓

Sign-off (for agreed ITP)

Role	Name	Date
LTU QC		
LTU Project Engineer		
Client (if required)		



Important Notes

- This template is a starting point. Final ITP is negotiated per contract.
- H/W points can be adjusted based on project value and risk.
- We do not guarantee all Enhanced-level services on Basic-level pricing.
- TPI coordination is client's responsibility unless otherwise agreed.
- Document format: PDF standard. Excel/hard copy available on request.

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