# Inspection and Test Plan (ITP)

**Purpose:** The purpose of this Inspection and Test Plan (ITP) is to define the inspections, testing activities, responsibilities, and acceptance criteria required to ensure that the manufactured product complies with quality and specification requirements.

## Project Details

**Project Name:** {projectName}

**Project Number:** {projectNumber}

**Client:** {client}

**Location:** {location}

**Date:** {date}

## Prepared By

**Name:** {preparedBy}

**Position:** {preparedByPosition}

**Company:** {preparedByCompany}

## Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
| {#approvals}{name} | {position} | {signature} | {date}{/approvals} |

## Inspection and Test Activities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Stage** | **Responsibility** | **Acceptance Criteria** | **Method** | **Reference Document** | **Remarks** |
| {#activities}{activity} | {stage} | {responsibility} | {acceptanceCriteria} | {method} | {referenceDoc} | {remarks}{/activities} |

## Materials/Equipment Requiring Inspection

{#materials}

* **{item}:** {description}

{/materials}

## Hold Points and Witness Points

{#points}

* **{type} Point - {activity}:** {description}

{/points}

## Distribution List

{#distribution}

* {name} - {position} ({company})

{/distribution}

## Additional Notes

{notes}