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Project

One Medlock Street PBSA, Block B, Manchester (UK)

No.: 0711-23

SITE INSPECTION & TESTING PLAN

Document number revision

P644-KGC-XX-ZZ-QD-X-QD001 C01



Document Verification

Revision	Description	Prepared by	Approved by	Date
C01	First issue	Vilte Vepstaite	William Crewe	24/06/25

Client:	HG Construction Limited	**Client Document Ref** (Key QA/QC References)	
Other Interested parties	**Façade Consultants:** CBRE		
KGC Management (Process Owners)	**Project Director**	**Project Manager**	**Installation Manager**
	William Crewe	Vilte Vepstaite	TBC
Principal Contractor	**Project Director**	**Project/Design Manager**	**Assistant Project Manager**
	Simon Wilson	Stuart Macleod	

1. Introduction

This ITP has been issued to HG Construction Limited for information purposes.

The ITP sets out the key site installation quality control (QC) arrangements to be implemented by KGC Facades UK Ltd (KGC) on the above project including where applicable the relevant QC checklists to be used (See Appendix A).

A QC checklist register will be maintained to verify the title and status of all checklists used.

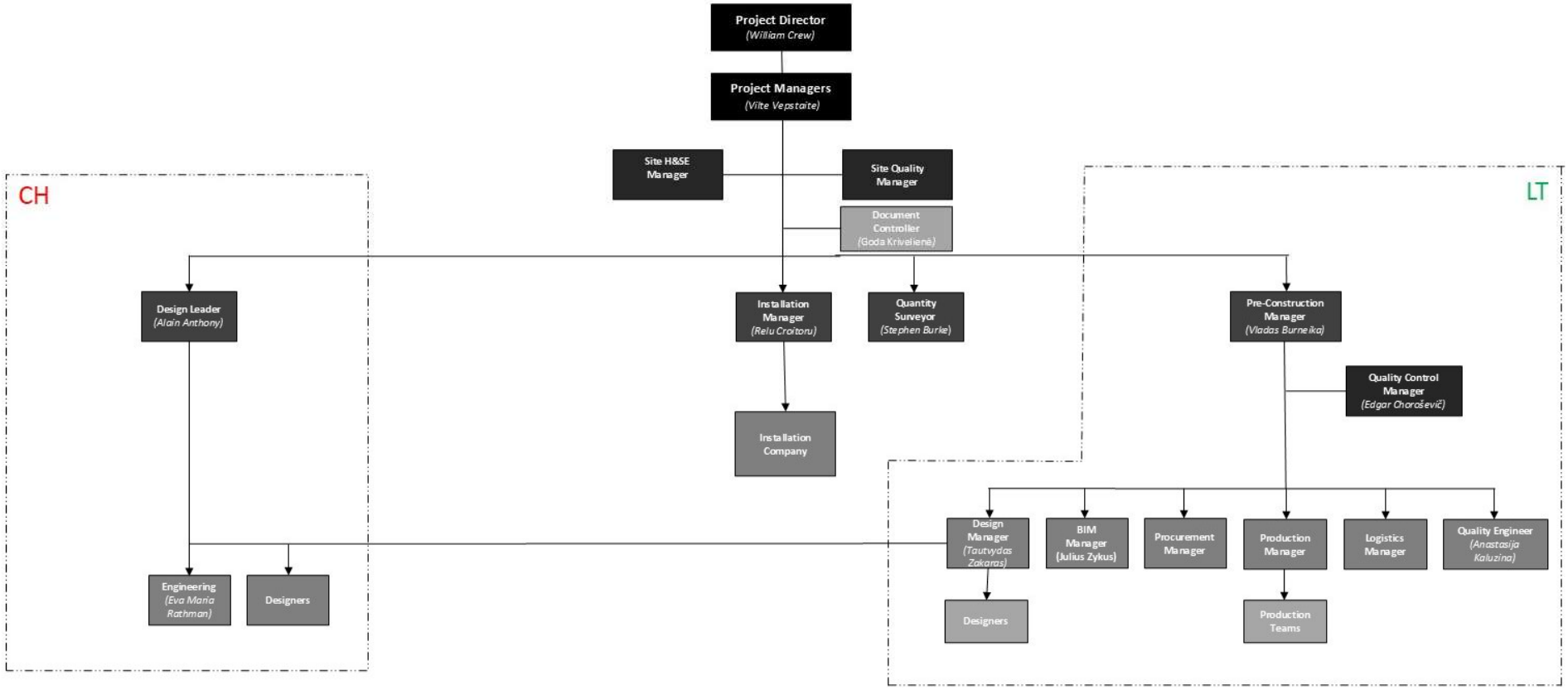
This ITP is to be read in conjunction with the contract drawings, specifications where clarification is required, and the KGC Management System.

All KGC inspections will be carried out by the Installation Manager and/or QC Manager in conjunction with the Subcontractor and will include the PC (Principal Contractor) Manager where required. The Project organisation chart and roles and responsibilities is detailed on the next page

The KGC project team may amend the standard QC checklists to suit specific requirements if required.

KG Constructions Group

Project Organisation Chart



Legend/abbreviations relating to CLIENT verifications

RMI = Random monitoring / inspection	WP= Witness point	HP=Hold point	AR= Approval required	

1. SCOPE

This ITP is relevant to site installation quality assurance and control related activities.

2. INSPECTION PROCEDURE & WORKFLOWS

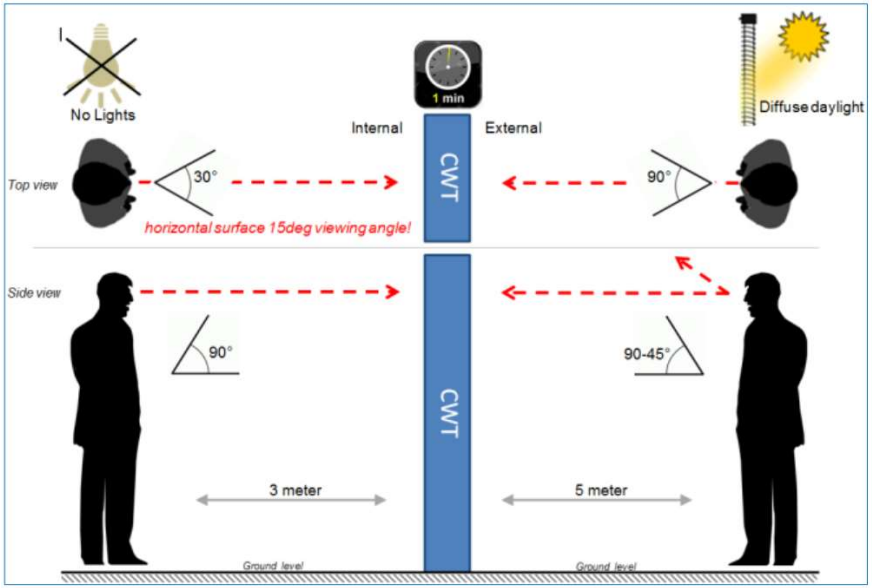
The purpose of the inspections is to confirm compliance with the Specification requirements for materials, finishes, and manufacturing / assembly and installation tolerances.

To maximize the prospect of the façade being built to an acceptable aesthetic / performance standard, it is essential to ensure that the specification criteria are sufficiently clear, precise and realistic on the tolerances and visual requirements to be complied with. This will not only improve the likelihood of compliance but will also set a benchmark for acceptance or rejection of the installed works.

For inspections on site the following procedure will be followed: Viewing shall be for maximum 2 minutes per panel in defused overcast daylight excluding direct sun-light:

Step 1: Metal product - viewing from a distance of [5.0m] externally or the distance from which the component can be viewed in its installed condition whatever is the furthest. (e.g., facade would be viewed from Ground floor level externally for L2) Internally view at [3.0m]. Internal and External inspections to be perpendicular to the façade.

Powder coated finishes and glass are also to be inspected in accordance with the above criteria.



Step 2: Viewing glass as per [EN1279] from [2.0m] finished glazing (excluding frames) and perpendicular to the façade face for 20 seconds per m2 in diffuse light.
Step 3: Viewed at 2m from the finished metal panel installation, viewed perpendicular to the façade.

Step 4: Move directly to the installed works.

Manufacturing/assembly and installation tolerances can be measured and checked against the above criteria.

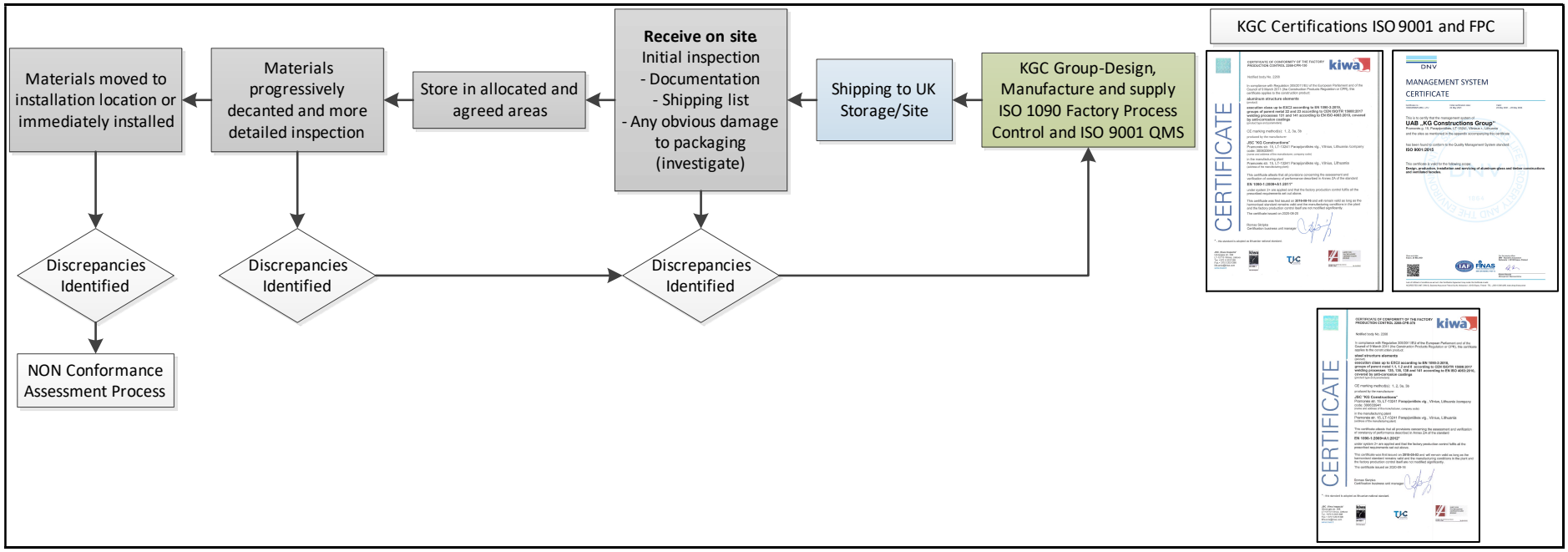
Both CWCT Technical Note (TN) 34 [Assessing the appearance of new curtain walling] and TN 35 [Assessing the appearance of glass] recommend that "…the inspector should not inspect the surfaces closely and then walk back to the official viewing distance…" and "The viewing shall commence at the viewing distance and shall not be preceded by viewing at a closer distance…", respectively.

The inspections are to be held under diffuse daylight conditions (e.g., overcast sky), without direct sunlight or artificial lighting.

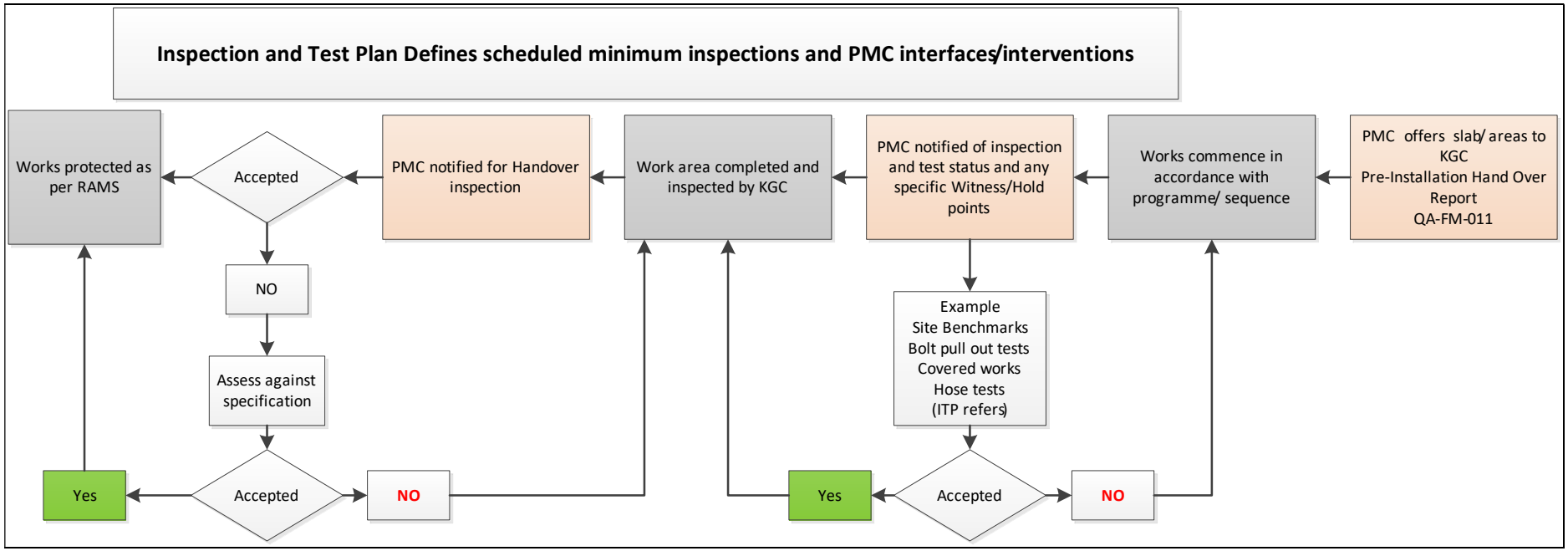
Records shall be kept of any defects (non-compliances) noted under the above Inspection Steps and procedures, which shall be rectified prior to final handover of the works. These records are available for the PC to check and retain.

NB: The diagrams below are intended to provide an overview of the KGC management controls and interfaces.

2.1 MATERIALS RECEIVED ON SITE INSPECTION WORKFLOW



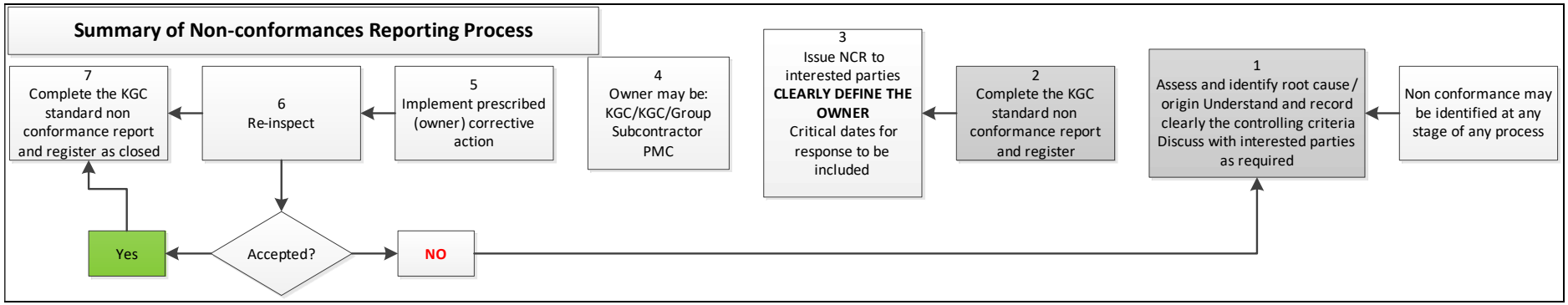
2.2 QUALITY PROCESS OVERVIEW



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2.3 NCR PROCESS OVERVIEW



3. SITE INSPECTION AND TESTING PLAN

	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
1	**Interfaces for early agreement**								
1.1	Cast in provisions	• HILTI-A-Channel HAC-V-50 144/300F Technical Data Sheet • KGC Builders Work Drawings • KGC Movement and Tolerance Report • KGC Structural Calculations	• Visual inspection prior to Installation. • As-Built Survey of Cast-ins Following Concrete Pour			100%		VCL As-Bult Survey / Inspection Check Sheet	
1.2	Non-conformance reports	Project Quality, Health and Safety and Environmental Plan P644-KGC-XX-XX-HS-X-HS001	As required. KGC NCRs directed to PC and PC trades will be issued via email.	Notified / Generate	Notified / Generate	Notified / Generate			Action by receiving party as required
2	**Receipt of Materials**								
2.1	Factory Inspection	Off-site ITP ref. P644-KGC-XX-ZZ-QD-X-QD002	As detailed in the factory's ITP	n/a	n/a	n/a	KGC LT	KGC QA/QC documents	
2.2	Receipt inspection materials (general)	Project Quality, Health and Safety and Environmental Plan P644-KGC-XX-XX-HS-X-HS001	Visual and document review. Report any damage to KGC immediately. *Minimise removal of protection. Store in allocated areas	*100% visual	RMI	RMI		Delivery Note/ Packing list	*Further inspection at point of installation
2.3	Non Conformance (materials)	Project Quality, Health and Safety and Environmental Plan P644-KGC-XX-XX-HS-X-HS001	Various means of identification	Generate	Generate	As required		e-mail/ NCR	To source of non-conformance with supporting evidence.

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	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
2.4	Storage and protection of materials	RAMS Sub-Contract Conditions	• Site Inspections - Report damage immediately	Inspect at receipt and monitor storage	RMI				All materials will be stored in areas as agreed/allocated with Client. Materials will be protected against damage/deterioration as far as possible using their original shipping protection.
3	**Pre-installation**								
3.1	Pre-Installation Handover	• Project Quality, Health and Safety and Environmental Plan P644-KGC-XX-XX-HS-X-HS001	• Visual Inspection	100% Visual Inspection	Witness each area	Notified		PM-FM-016	May be joint inspection by agreement
3.2	Pre-installation survey	• Project Quality, Health and Safety and Environmental Plan P644-KGC-XX-XX-HS-X-HS001 • KGC Technical Proposals • KGC Drawings • KGC Movement and Tolerance Report • KGC Engineering Reports	• Dimensional survey such as levels, cast in items, steelwork. • Visual and health and safety in general • Document review, • Edge protection (see RAMS)	100% Visual & spot check of Concrete as-built survey for dimensional	Witness each area	Notified (24h)		Survey reports/ as Built drawings	May be joint inspection by agreement
3.3	Non Conformance (pre-install)	Includes levels and positions and general H&S.	Various means of identification	Generate	Generate	Close NCR		e-mail/ NCR	To Client as required
4	**Bracket Installation**								
4.1	Bracket Installation positioning	• KGC Drawings • KGC Technical Proposals • KGC Movement and Tolerance Report	• Visual • Dimensional • Torque Test • Refer to checklist	100%	Min 10% witness WP/RMI	RMI		QA-FM-016	NB: Torque bolts will not be loosened for checking purposes

Legend/abbreviations relating to CLIENT verifications

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	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
4.2	Bracket torque bolts	Drawings define torque Nm RAMS & procedure	Refer to checklist	100%	WP/RMI	WP 5%		QA-FM-016	Bolt heads painted when torqued
4.3	Calibration Torque wrench	Calibration certificate within 1 year	UKAS/ISO 17025 accredited certification	100% Production wrench	Validate calibration certs			Calibration certs	Available on request in the office.
4.4	Pull tests for channel inserts	ETA AG014 Annex D	In house testing by competent operative	WP	WP 5% per level	Notify		QA-FM-014	
4.5	Non Conformance (Brackets installation)	Includes level, positions and torque checks	As per the QC ref. QA-FM-016	Generate	Generate / Close NCR	Notify		e-mail/ NCR	To Client as required
5	**Benchmarks**								
5.1	Benchmarks	Drawings and related specifications Technical Proposals Visual Acceptance Criteria	Visual inspection in accordance with the Technical Proposals.	100% visual	100% Visual	WP/AR	WP for Architect	QA-FM-028	
6	**Element/Stick System Installation**								
6.1	Unitised Curtain wall Façade	KGC Drawings Technical Proposals KGC Reports	Refer to Checklist	100% Visual / dimensional	RMI	RMI	RMI : Architect & Consultants	QA-FM-013	Full traceability on panels unique codes
6.2	Saddle gasket	KGC Drawings Report Reference – KGC-KDB_Gasket-001	Refer to Checklist (including sealing details within checklist from designers work instructions where applicable)	100% Visual / dimensional	100% Visual of joints	RMI	RMI : Architect & Consultants	QA-FM-018	

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	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
6.3	Firestop installation	KGC Drawings Report Reference – P644-KGC-XX-ZZ-CS-X-00221_Fire	Refer to checklist Maintain full traceability- 100% images, drawings, approved siderise reports. Siderise checklist to be completed and submitted to siderise.	100% Visual / dimensional	RMI	RMI	RMI : Architect & Consultants	QA-FM-025	
6.4	Stick Systems: Glazed & Metal panel	KGC Drawings KGC Reports	Refer to Checklist	100% Visual / dimensional	RMI	RMI	RMI : Architect & Consultants	QA-FM-030	
6.4	Doors and vents	KGC Drawings Technical Proposals Door schedule	Refer to checklist	100%	RMI	RMI	RMI : Architect & Consultants	QA-FM-021	
6.5	Copings	KGC Drawings	Refer to Checklist	100% Visual / dimensional	RMI	RMI		QA-FM-034	
6.6	Soffits	KGC Drawings	Refer to Checklist	100% Visual / dimensional	RMI	RMI		QA-FM-035	

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	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
6.6	Sealing Up (EPDM)	KGC Drawings	Refer to Checklist	100% Visual	Witness each area/ RMI	RMI		QA-FM-019	
6.7	Non Conformance (Main Installation works)	Includes level, positions, breakages & Leaks	As per the QC and visual evidence	Generate	Generate / Close NCR	Notify		e-mail/ NCR	To Client as required
7	**Hose tests**								
7.1	Hose testing (5% Critical Joints)	CWCT Standard for systemised building envelopes, Section 8 RAMS from 3rd party UKAS accredited	Agree locations and record. Site water test- detailed requirements for pressure and method in spec.	WP	Witness each area	RMI	RMI - Consultants	3rd Party Report	
8	**Handover and Completion following**								

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	Task	Control doc	Inspection/verification Method	Inspection/verification				Record	Notes
				S-con	KGC	Client	Other		
8.1	Pre-handover of works/pre-protection inspections	KGC Technical Proposals	Client to be notified at least within 48 hours. Inspection will take place and any remarks will be recorded in and Handover Protection of Works which is signed by all relevant parties.	100% Document NCR and visual for specific area	100% Document NCR and visual for specific area	Notify AR	n/a	Snag List	Refer to section 3, Inspection Procedure above. Snagging items may be agreed at this stage
8.2	Area release (hand back to client for other trades)	KGC Handover Procedure	Inspection	100% Inspection - Snags recorded	100% Inspection - Snags recorded	AR	n/a	QA-FM-026	
8.3	Issue Certificate of Compliance/Completion	Compliance with all the above	Refer to form as noted The areas are still to be agreed	100% Document NCR and visual	100% Document NCR and visual	AR	n/a		At this point any open (agreed) NCR's should be included to snagging list

General Notes

- All KGC and subcontract staff will be trained/competent and/or under supervised training in respect to the tasks that they are required to undertake, both regarding health and safety and quality requirements. A training matrix will be retained within KGC's site office which will be available for review (subject to conditions) by prior arrangement.
- Elements, fixings and cavities which can't be inspected at the end of the installation, will be offered for inspection to MCAR with prior notice as per inspection plan above.
- KGC will use its own Cloud Base software to record the Quality control on site.

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APPENDIX A – QUALITY CHECKS TEMPLATE

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PANEL INSPECTION REPORT

Project Task Details					
Project:				**EWS:**	
Panel Ref:		**Level:**		**Insp' date:**	

Health & Safety		Yes/No	Initials
	***Has the method statement been explained and understood?***		
	Edge protection complete and inspected by supplier with no gaps whatsoever to allow commencement of work		
	Full edged protection reinstalled following work with no gaps whatsoever.		
	All tools tethered and no loose fixings in the exclusion zone		

INSPECTED BY	POSITION	DATE

Control/Check	Yes/No	Initials	Comments
Has the element been checked for damage?			
Has the element been installed as per the drawing ?			
Installed, lined and levelled within ± 1mm ?			
Are the gaskets installed as per the drawing ?			
Is the element complete ?			
Has the element been damaged during installation ?			
Has the element been protected as per the method statement ?			
Has the area been cleaned and waste removed to allocated bins?			

REMARKS

INSPECTED BY:	POSITION	DATE

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BRACKET INSPECTION REPORT

Project Task Details					
Project:					
Building:		**Level:**		**Insp' date:**	

Bracket Inspection Report			
Health & Safety		***Yes/No***	***Initials***
	***Has the method statement been explained and understood?***		
	Edge protection complete and inspected by supplier with no gaps whatsoever to allow commencement of work		
	All tools tethered and no loose fixings in the exclusion zone		

Control	**Yes/No**	**Initials**	**Comments**
Torque On Bolts -TBC			
Torque wrench Serial number			
All bolts & washers fitted			
Correct Type Of Bolt (grade)			
Bracket Alignment (To Grid)			
Bracket Level			
Loose Shims			
Bracket Fully Seated			
Bracket Damaged			
Shims with Design Tolerance			
Other (Please Specify)			

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Remarks		
INSPECTED BY	POSITION	DATE

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SADDLE INSPECTION REPORT

Project Task Details					
Project:					
Level:		**Area:**		**Insp' date:**	

Health & Safety		Yes/No	Initials
	*Has the method statement been explained and understood?*		
	Edge protection complete and inspected by supplier with no gaps whatsoever to allow commencement of work		
	Full edged protection reinstalled following work with no gaps whatsoever.		
	All tools tethered and no loose fixings in the exclusion zone		

Control/Check	Yes/No	Initials	Comments
General Quality Check on Gasket?			
Is the joint located as per SWI ?			
Have Gasket drainage slots been added?			
Has the surface been cleaned with the correct cleaner –Cleaner Type			
Has the correct sealant been used at joints, and 500mm centres – Sealant Type			
Has the gasket been joined to the elment gasket at joints – Sealant Type			
Are the gaskets installed as per the drawing?			

Remarks

INSPECTED BY	POSITION	DATE

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SEALANT APPLICATION REPORT

Project Task Details					
Project:				**EWS:**	
Area		**Level:**		**Insp' date:**	

Health & Safety		Yes/No	Initials
	***Has the method statement been explained and understood?***		
	Have the operatives been supplier trained?		
	Availability of COSHH assessments & relevant PPE		
	All tools tethered and no loose fixings in the exclusion zone		
	Correct disposal of hazardous waste		
	Edge protection complete and inspected by PC with no gaps whatsoever to allow commencement of work		
	Full edged protection reinstalled following work with no gaps whatsoever.		

Control/Check	Yes/No	Initials	Comments
Is the membrane installed as per drawing (overlaps etc)?			
Is the membrane completely sealed using the correct product? Product and Primer			
Is any damage evident to the membrane-CHECK			
Has the area been cleaned and waste including COSHH materials removed to allocated bins?			
Full edged protection reinstalled following work with no gaps whatsoever			

Remarks		
INSPECTED BY	POSITION	DATE

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HANDOVER RECORD

PROJECT NAME	PROJECT No.	MAIN CONTRACTOR
Click or tap here to enter pr. name.	Click or tap here to enter pr. number YExxxxx.	Click or tap here to enter main contractor.

WORK / AREA HANDOVER RECORD				
DATE	**AREA**	**SYSTEM**	**LEVEL**	**GRIDLINES**

INSERT FLOOR PLAN AND MARK THE AREA

Leave out area
Handover area

STATEMENT
• *We certify that the works detailed above have been completed in accordance with the specifications, drawings and other sub-contract documents, subject to any concessions agreed and exceptions where noted.*

CHECKLIST	Complete		
Element and Form Reference	**Yes/No**	**Initials**	**Comments**
Brackets ***(QM-FM-016)***			
Elements ***(QM-FM-013)***			
Saddle Gasket ***(QM-FM-018)***			
Windows / Doors ***(QM-FM-021)***			
Fire Stop ***(QM-FM-024)***			

Outstanding Works	Yes /No	Comments
Long Lead-in items complete		**Attach schedule if No**

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Paint Snag Complete		

ATTACHMENTS

- *Snagging Records*
- *Installation Check Sheets*

COMMENTS

WORK / AREA HANDOVER BY:

NAME:	SIGNED:	POSITION:	DATE:	SUBCONTRACTOR
NAME:	SIGNED:	POSITION:	DATE:	KGC

ACCEPTENCE OF THE WORK / AREA HANDOVER BY:

NAME:	SIGNED:	POSITION:	DATE:	MAIN CONTRACTOR

KG Constructions Group

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BENCHMARK INSPECTION REPORT

Project Task Details					
Project:					
Benchmark Details					
Wall Type EWS:					
REF NO.		**DATE**		**Location**	
References					
Level		**Grids**			
Specification					
Drawings					
Method Statement					
ITP					
Inst. Check Sheet					
Snagging Record					

THE SUPPLIER CONFIRMS THAT THE BENCHMARK HAS BEEN COMPLETED IN ACCORDANCE WITH ALL RELEVANT DRAWINGS, SPECIFICATIONS, AND METHOD STATEMENTS. APPROVAL OF THE BENCHMARK IS HEREWITH CONFIRMED SUBJECT TO ANY QUALIFICATIONS THAT MAY BE RECORDED.

Present:		
Name	**Signature**	**Company**

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Comments and Observations			
No.	**Photograph**	**Comments / Action**	**Item Closed**

Final Approval		
Name	**Signature**	**Date**