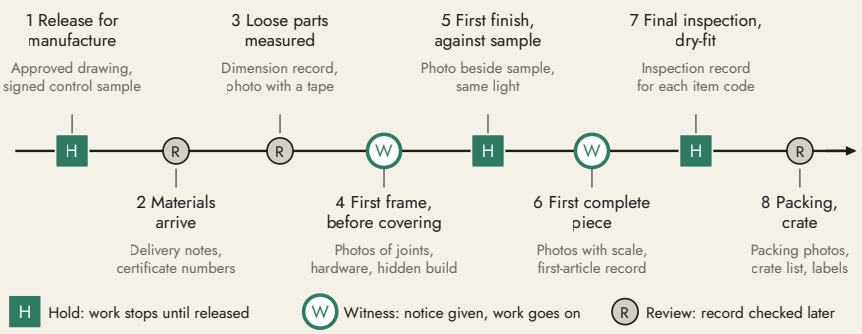
An inspection and test plan for *bespoke FF&E*: hold points from raw material to crate

An inspection and test plan template for bespoke FF&E: eight stations from release to crate, with a level and a record for each.

AT A GLANCE

Station	What is checked	Record you receive	Suggested level
1 Release for manufacture	Shop drawing revision approved; control sample signed; evidence the specification asks for is listed.	Approved drawing; signed, dated sample; schedule row at 'approved'.	Hold
2 Materials arrive	Species, board, metal, glass, hardware or cover against the specification; timber claim and certificate number; cover against the approved sample.	Delivery notes, certificate numbers, labelled photographs; a moisture reading where the specification sets a range.	Review
3 Loose parts measured	Key sizes against the shop drawing, before parts are glued, welded or finished.	Dimension record; photograph with a tape in frame.	Review
4 First frame, before covering	Joints, fixings and hardware preparation; the hidden build-up, as the construction that was tested.	Photographs; checklist for the first of each type.	Witness
5 First finish	Finish on a real part against the control sample, all faces, under the named light; measured values where the specification sets them.	Photograph beside the sample; sheen or thickness readings; finish batch number.	Hold
6 First complete piece	The first whole piece against drawing and sample: size, function, hardware action, comfort for seating.	First-article record; photographs with a scale.	Witness
7 Final inspection, dry-fit	Every piece against drawing and sample; fitted and multi-part pieces assembled in the workshop; evidence file complete.	Inspection record for each item code; photographs of the dry-fit.	Hold
8 Packing, crate	Protection, labels, sections that pass the route, contents list.	Packing photographs before the crate closes; crate list.	Review

The levels are suggestions for a project to set. They are not what any workshop operates until that workshop confirms it. The order varies by trade: metal is finished after welding, upholstery is covered after the frame is signed.



A production line from release to crate. The levels are a suggestion for a project to adjust, not a description of what any workshop does. Original drawing by Make Bespoke Studio.

SPECIFICATION WORDING

INSPECTION AND TEST PLAN REQUIREMENT

[Maker] is to submit an inspection and test plan for [package] with its quotation, in the format of Schedule [ref], listing for each station the check, the document it is checked against, the record to be issued, the level (hold, witness or review) and who signs. The plan carries a revision letter and is approved by [designer] before production is released. Stations are added or removed only by a new revision of the plan.

HOLD POINTS

Work is not to proceed beyond a hold point until [named role] has released it in writing, quoting the plan revision and the item codes. A verbal release is not a release. The hold points are: [stations].

WITNESS POINTS AND NOTICE

[Maker] is to give [named roles] notice of each witness point by email to [address], [notice period agreed with the maker] before the check, naming the item codes and the place. If nobody attends at the time given, work may proceed and the maker's record stands. A witness point may be witnessed by [photographs / video call] where [designer] has agreed in advance. Visits follow the access and safety rules of the site.

RECORDS

With the final inspection record for each item code [Maker] is to issue: [dimension report; finish record; certificate numbers; fire test report reference; moisture readings; packing list]. Records carry the plan revision and item code. Photographs show a scale and are captioned with station, item code, drawing revision and date.

NON-CONFORMANCE AND CONCESSIONS

Any departure from the drawing, the specification or the control sample is recorded with a photograph on a non-conformance report and sent to [designer]. It is not accepted by silence. A concession is valid only if it is in writing, signed by [named role], names the item codes and states any effect on appearance, performance, programme and the contract sum. Reworked items are inspected again at the station that failed.

TERMS USED

Inspection and test plan

A plan listing the checks to be made at each stage of manufacture, the evidence recorded and who must be present. It turns 'quality control' into points you can verify.

First article

The first finished item from a production run, inspected and approved against the drawings and samples before the rest is made. It is the production counterpart to a prototype.

Hold point

A point in the plan at which work stops until a named person has checked the work or the record and released it in writing.

Witness point

A point at which a named party is given notice and may attend; if nobody attends at the time given, the work goes on.

STANDARDS AND SOURCES

- Designing Buildings: Inspection & Test Plan (ITP): commentary, last edited 29 Oct 2020; read 5 Nov 2026.
- BS ISO 10005:2018 Quality management: guidelines for quality plans: BSI listing seen: published 30 Jun 2018, Current. Text not read.
- BS EN ISO 9001 (certificate scope only): BSI listing for the 2015 edition: Withdrawn 6 Nov 2024. Text not read.
- Make Bespoke Studio: Production; Delivery: checks and milestones described.
- No standard applies: we found none that sets hold-point wording for bespoke FF&E.

Full guide: https://makebespoke.com/trade/technical/inspection-and-test-plan-for-bespoke-ffe. Make Bespoke Studio coordinates manufacture through its partner workshops. Figures are guidance only and your specification governs; some may be superseded, so contact the studio to verify.