

HOLD WITNESS POINT SCHEDULE

STRAVIK Construction Group · Controlled Document

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STV-QMS-PRO-010	00 (Initial Issue)	2026-10-24	[QUALITY / HSE MANAGER]	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. [FL LICENSE NO.].

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To define the inspection and verification points required during project execution to ensure that all construction and installation works comply with contract specifications, drawings, Inspection & Test Plans (ITPs) and applicable codes.

2. SCOPE

Applies to all projects and covers civil, architectural, structural, mechanical, electrical and environmental activities executed by STRAVIK Construction Group and its subcontractors.

3. DEFINITIONS

Term	Definition
Hold Point (HP)	A mandatory inspection stage that requires client or authorized third-party verification before work proceeds. Work must not continue until written release is obtained.
Witness Point (WP)	A stage where the client or QA/QC representative may witness the inspection/test at their discretion. Work may proceed if the witness party is absent, but records must be kept.
Surveillance Point (SP)	Routine observation or audit performed by QA/QC without prior notice to verify process compliance.

4. RESPONSIBILITIES

Role	Duties
QA/QC Manager	Develops and maintains the HP/WP schedule and ensures integration with each project ITP.

Role	Duties
Project Manager	Ensures hold and witness points are shown in the construction schedule and communicated to all stakeholders.
Site Engineer / Inspector	Coordinates inspection requests and ensures timely notification to client/consultant representatives.
Subcontractor	Adheres to defined hold and witness points and provides documentation, test certificates and access for inspection.

5. HOLD / WITNESS POINT SCHEDULE TEMPLATE

Typical entries are shown; add or customize rows for each project and discipline. The working schedule is maintained in STV-QMS-REG-010A.

Activity / Process	Discipline	ITP Ref / Spec Clause	Inspection Stage	Type (HP/ WP/SP)	Acceptance Criteria	Inspection Authority	Notice (hr)	Records
Excavation layout and bench level	Civil	ITP-C-01 / Sec 3.2	Before concrete placement	HP	± 25 mm tolerance / approved bench mark	Client / STRAVIK	24	Survey check record
Reinforcement fixing and cover	Structural	ITP-S-02 / ACI 318	Before pour approval	HP	Per bar schedule & cover block plan	Client / STRAVIK	24	Cover check record
Concrete pour placement	Structural	ITP-S-03	During pour	WP	Slump / temperature / mix design	Client / STRAVIK	12	Testing by third party
Waterproofing application	Architectural	ITP-A-06	Before concealment	HP	Manufacturer's specifications	Consultant / STRAVIK	24	Visual / adhesion test
Electrical cable termination	Electrical	ITP-E-04 / NEC	Before energizing	WP	Continuity & megger test results	Client / STRAVIK	12	Tag record, megger values
HVAC duct pressure test	Mechanical	ITP-M-07 / SMACNA	Before commissioning	HP	Leakage ≤ 1% of design flow	Consultant / STRAVIK	24	Witnessed pressure gauge record

6. PROCESS

- The QA/QC Manager prepares the HP/WP schedule for each project phase in alignment with the Project Quality Plan (STV-QMS-PLN-002).
- The schedule is distributed to all parties and posted on site notice boards.
- For each hold or witness point, a Request for Inspection is submitted at least the minimum notification hours before the event; the client/consultant records attendance and outcome.

- Any deviation from an HP without approval constitutes a nonconformance (STV-QMS-REG-008).
- Completed HP/WP checklists and test records are filed under project quality records (retention 10 years).

7. RECORDS & DISTRIBUTION

- Controlled by the QA/QC Department under the project document register.
- Integrated with the ITP (STV-QMS-PRO-003) and Daily QC Inspection Reports (STV-QMS-PRO-009).
- Maintained in digital and printed form.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.