EXAMPLE

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| **INSPECTION AND TEST PLAN** | | | | | | | | |
| **ELECTRICAL** | | | | | | | | |
| **PROJECT: CONTRACT No.: CLIENT:**  **ITP No.** | | | **Inspector/Characteristics**  R: Report/Record Submitted/Test Results X: Inspection  H: Hold Point  W: Witness Point | | Authorised by Client:  Date: | | | Prepared by: |
| Approved for Use: (Quality Manager/Date) |
| Revision:  Date: | | |
|  |
| **Inspector / Characteristics** | | |  |
| **Ref** | **Process Description** | **Spec / Std / Drawings** | **Acceptance Criteria** | **Frequency** | Subcontract | PC | Client | **Verifying Records** |
| 1 | Subcontractor Review |  |  |  |  |  |  |  |
| 2 | Safety Induction |  |  |  |  |  |  |  |
|  | UNDERGROUND CABLING |  |  |  |  |  |  |  |
| 3 | Monitor installation of conduits, ducts:  . Type and material.  . Size  . Location |  |  |  |  |  |  |  |
| 4 | Inspect conduits, ducts prior to backfilling:  . Entries sealed.  . Draw cords.  . Free from crimps, bends. |  |  |  |  |  |  |  |
| 5 | Approve columns (ext.). |  |  |  |  |  |  |  |
|  | SWITCHBOARDS |  |  |  |  |  |  |  |
| 6 | Approve Switchboard Manufacturer. |  |  |  |  |  |  |  |
| 7 | Check switchboard(s) delivered to Site. |  |  |  |  |  |  |  |
| 8 | Check installed switchboards. |  |  |  |  |  |  |  |
|  | LUMINAIRES |  |  |  |  |  |  |  |
| 9 | Test luminaires. |  |  |  |  |  |  |  |
| 10 | Check luminaires:  . Type  . Make and model.  . Colour/Finish  . Capacity/Output  . Position/Support/Fixings |  |  |  |  |  |  |  |
|  | COMMUNICATIONS |  |  |  |  |  |  |  |
| 11 | Provide "As Installed" Drawings. |  |  |  |  |  |  |  |
| 12 | Testing |  |  |  |  |  |  |  |
| 13 | Monitor installation:  . Equipment  . Cabling  . Location |  |  |  |  |  |  |  |
|  | FIRE DETECTION |  |  |  |  |  |  |  |
| 14 | Monitor installation:  . Cabling  . Detectors  . Call Points  . Alarm Bells  . Fire Control Panel |  |  |  |  |  |  |  |
| 15 | Submit Test Reports |  |  |  |  |  |  |  |
| 16 | Provide Certification |  |  |  |  |  |  |  |
|  | MECHANICAL |  |  |  |  |  |  |  |
| 17 | Provide Guarantee and Certification |  |  |  |  |  |  |  |
| 18 | Check walls - All services roughed in  prior to sheeting. |  |  |  |  |  |  |  |
| 19 | FINAL INSPECTION (Including review of records for Items 3 to 18 above.) |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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