EXAMPLE

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| **INSPECTION and TEST - REPORT**  **ELECTRICAL** | | | | | | | | |
| Contract:  Client: Checklist Ref.: | | Lot No.:    Location: | | | | **Lot Opened:** | | |
| **Lot Closed:**  Name: | | |
| **Comments:** *(Delays/Disruption,Improvements,Other)* | | | | | | Signature: | | |
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| **No.** | **Process** | **Spec/Std/Dwg** | **Acceptance Criteria** | **Pass** | **Fail** | **CAR Ref:** | **Initial(ITP)** | **Date** |
| 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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