EXAMPLE

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSPECTION and TEST - REPORT**  **MECHANICAL** | | | | | | | | |
| 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 |  |  |  |  |  |  |  |
| 3 | Certification of design and installation. |  |  |  |  |  |  |  |
| 4 | Inspection |  |  |  |  |  |  |  |
| 5 | Obtain approval for penetrations. |  |  |  |  |  |  |  |
| 6 | Maintenance Log |  |  |  |  |  |  |  |
| 7 | Test pipework. |  |  |  |  |  |  |  |
| 8 | Check delivery of materials, equipment. |  |  |  |  |  |  |  |
| 9 | Monitor installation of plant:  . Plinths  . Vibration Control |  |  |  |  |  |  |  |
| 10 | Monitor installation of pipework. |  |  |  |  |  |  |  |
| 11 | Monitor installation:  . Ductwork  . Splitters, Dampers.  . Plenum Housings  . Access Panels, Doors.  . Air Outlets, Grilles. |  |  |  |  |  |  |  |
| 12 | Monitor insulation, lagging. |  |  |  |  |  |  |  |
| 13 | Provide Certificates and Warranties. |  |  |  |  |  |  |  |
| 14 | FINAL INSPECTION (Including review of records  for Items 3 to 13 above). |  |  |  |  |  |  |  |
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| **Note: Ensure all certificates, records and photos are attached to the Inspection Report** | | | | | | | | |

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