

# Inspection & Test Checklist E003 Management (QA) System ISO9001

Client: CPB		Project Name: PI	Job No: NE	C00127	Sheet:	1 Of 4		
Contract Manager: BRETT LAVORATO		Project Manager: DAVID WATTS Si		Site Supervisor:	JOE FENECH		Date:	24/11/22
Check Authorised By: DAVID WATTS		Signature: DW		Check Delegated To:	Site Supervisor	Signature		

### INSPECTION AND TEST CHECKLIST FOR: MAIN SWITCHBOARDS

Note - To be completed on a floor by floor basis

DB NUMBER	PRE-RI Confirm All W	EQUISITE WO ork Has Been		INSTA Completion Distribu	ALLATION CH n of "Visual In: tion Board" Cl	ECKS spection of heck list		Complete Visual	VISUAL INSPECTION inspection immediately prior to testing
	COMPLETE YES/NO	CHECK BY	DATE	COMPLETE YES/NO	CHECK BY	DATE	NO DAMAGE YES/NO	SUFFICIENT SUPPORTS YES/NO	CORRECT LABELING YES/NO

COMMENTS: (Including test instrumentation details)

NCR No:

FINAL ACCEPTANCE:	NAME	SIGNATURE	POSITION	APPROVED (YES/NO)	DATE
HEYDAY GROUP					
CLIENT (REPRESENTATIVE)					
AUTHORITY (IF APPLICABLE)					

ACCEPTANCE CRITERIA: AS PER ITP = (1) AS3000:2007 WIRING RULES. (2) SPECIFICATION. (3) LATEST APPROVED DRAWINGS. (4) SUPPLY AUTHORITY APPROVAL. (5) COMMISSIONING WORK METHOD STATEMENT.



# Inspection & Test Checklist E0030 Management (QA) System ISO9001

Client: CPB		Project Name: PITT STREET – OSD NORTH			Job No: NE	C00127	Sheet:	2 Of 4
Contract Manager: BRETT LAVORATO		Project Manager: DAVID WATTS		Site Supervisor:	JOE FENECH		Date:	24/11/22
Check Authorised By:	DAVID WATTS	Signature:	DW	Check Delegated To:	Site Supervisor	Signature	:	

## INSPECTION AND TEST CHECKLIST FOR: MAIN SWITCHBOARDS

DB NUMBER	AS/NZ	INSULATION RESISTANCE AS/NZS 3017:2007 Insulation resistance tests are necessary to ensure that the insulation resistance between all live conductors and earth or, as the case may be, all live parts and earth is adequate to ensure the integrity of the insulation. The insulation resistance shall be not less than 1 MΩ.												
	R-W	R-B	W-B	R-N	W-N	B-N	R-E	W-E	B-E	PASS / FAIL	CHECK BY	DATE		

COMMENTS: (Including test instrumentation details)

FINAL ACCEPTANCE: NAME SIGNATURE POSITION APPROVED (YES/NO) DATE
HEYDAY GROUP

CLIENT (REPRESENTATIVE)

AUTHORITY (IF APPLICABLE)

ACCEPTANCE CRITERIA: AS PER ITP = (1) AS3000:2007 WIRING RULES. (2) SPECIFICATION. (3) LATEST APPROVED DRAWINGS. (4) SUPPLY AUTHORITY APPROVAL. (5) COMMISSIONING

WORK METHOD STATEMENT.

NCR No:



# Inspection & Test Checklist E0030 Management (QA) System ISO9001

Client: CPB		Project Name: PITT STREET – OSD NORTH			Job No: NE	C00127	Sheet:	3 Of 4
Contract Manager:	BRETT LAVORATO	Project Manager: DAVID WATTS Site Supervisor:			JOE FENEC	Н	Date:	24/11/22
Check Authorised By:	DAVID WATTS	Signature:	DW	Check Delegated To:	Site Supervisor	Signature	•	

## INSPECTION AND TEST CHECKLIST FOR: MAIN SWITCHBOARDS

DB NUMBER	CIRCUIT BREAKER OPERATION  Continuity Test – With breaker in open and closed position				CIRCUIT BREAKER SETTING CHECKS  Verify Breaker Settings are as per Distribution Board Shop drawings ,Associated schematics & DB Schedules (Board Drawings to be attached to ITC)			CURRENT TRANSFORMER POLARITY CHECKS Visual Inspection – Confirm CT Marking Indicators are as per manufacturer Install. Guidelines. Visual Inspection of all other wiring			CURRENT TRANSFORMER RATIO CHECK Visual Inspection of CT Ratio. Record CT ratio and confirm it is as per the switchboard shop drawing		
	OPEN POSITION PASS/FAIL	CLOSED POSTION PASS/FAIL	CHECK BY	DATE	PASS / FAIL  PASS/FAIL	CHECK BY	DATE	PASS / FAIL PASS/FAIL	CHECK BY	DATE	CT Ratio Record actual CT ratio	Shop Drawing Record CT ratio on Chadwick's shop drawing	

COMMENTS: (Including test instrumentation details)

NCR No:

FINAL ACCEPTANCE:	NAME	SIGNATURE	POSITION	APPROVED (YES/NO)	DATE
HEYDAY GROUP					
CLIENT (REPRESENTATIVE)					
AUTHORITY (IF APPLICABLE)					

ACCEPTANCE CRITERIA: AS PER ITP = (1) AS3000:2007 WIRING RULES. (2) SPECIFICATION. (3) LATEST APPROVED DRAWINGS. (4) SUPPLY AUTHORITY APPROVAL. (5) COMMISSIONING WORK METHOD STATEMENT.



# Inspection & Test Checklist E0030 Management (QA) System ISO9001

Client: CPB		Project Name: PIT	Job No: NE	C00127	Sheet:	4 Of 4		
Contract Manager: BRETT LAVORATO		Project Manager:	DAVID WATTS	Site Supervisor:	JOE FENEC	Н	Date:	24/11/22
Check Authorised By:	DAVID WATTS	Signature:	DW	Check Delegated To:	Site Supervisor	Signature	•	

## INSPECTION AND TEST CHECKLIST FOR: MAIN SWITCHBOARDS

DB NUMBER	METER CALIBRATION CHECKS  Complete Verification checks with calibrated Multimeter –  Amps Voltage (Photo Evidence Required)													
	Multimeter	reading (V=Volts	& A=Amps)		reading (V=Volts &		PASS / FAIL Within .5%	CHECK BY	DATE					
	Red Phase Record V & A	White Phase Record V & A	Blue Phase Record V & A	Red Phase Record V & A	White Phase Record V & A	Blue Phase Record V & A								
									1					

COMMENTS: (Including test instrumentation details)

NCR No:

FINAL ACCEPTANCE: NAME SIGNATURE POSITION APPROVED (YES/NO) DATE

HEYDAY GROUP
CLIENT (REPRESENTATIVE)
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