



ELECTRICAL SERVICES INSPECTION AND TEST PLAN

Prepared By: ITP No. 004 Revision No: 1 Date: Page 1 of 2 Site Issue No.

CONDUIT / CABLE TRAY

Job Name: Drawing No. Rev No. Job No.

If ITP for part of the drawing describe here:

PROCEDURE COMPLETED

Signature _____

Date:

ITP COMPLETED/RECEIVED

Signed: _____

Customer's Representative (where applicable)

Date:

ACTIVITY DESCRIPTION	STEP	INSPECTION FUNCTION	APPLICABLE STANDARD	ACCEPTANCE CRITERIA	INSPECTION	SIGNATURE	DATE	RECORDS/ REMARKS/RESULTS
CONDUIT INSTALLATION								
COORDINATE WITH OTHER SERVICES ENSURE SEGREGATION FROM COMMS/ DATA SERVICES	1	CHECK POINT	AS/NZS 3000:2018 REFER ATTACHED	COMPLIES WITH REGUL.	E - F			
SIZE AND TYPE OF CONDUIT	2	CHECK POINT	AS SPEC. & REGULATION	AS/NZS 3000:2018	E - F			
INSTALL CONDUIT	3	CHECK POINT	LEVEL AND STRAIGHT	COMPLIES	E			
FIXINGS	4	CHECK POINT	AS SPEC.	MAX. 1000 CENTRES	E			
CABLE TRAY INSTALLATION								
COORDINATE WITH OTHER SERVICES	5	CHECK POINT	AS/NZS 3000:2018	COMPLIES WITH REGUL.	E - F			
SIZE OF CABLE TRAY EACH CABLE SUPPORT HAS SUFFICIENT ROOM FOR FUTURE EXPANSION	6	CHECK POINT	AS SPEC. & REGULATION	COMPLIES	E - F			
CABLE SUPPORT SYSTEM HAS BEEN SELECTED TO CORRECTLY HOLD THE REQUIRED WEIGHT	7	CHECK POINT						
INSTALL FIXINGS	8	CHECK POINT	MAX 2000 CENTRES	COMPLIES	E			

SYMBOLS AND ABBREVIATIONS

H (HOLD POINT) = No further activity can proceed until approval is received from nominated organisation or person.
W (WITNESS POINT) = The signature of another employee other than the person doing the work or person nominated verifying that the work has been completed to the acceptance criteria.
X (SUB CONTRACTOR) = An organisation that provides a product/service to {[INSERT YOUR COMPANY NAME HERE]}.
E (EMPLOYEE) = Employee doing the work inspects their own work to ensure that it is completed to the standard stated in the acceptance criteria and signs and dates the signature box.
F (FOREMAN) = Foreman in charge inspects the work to ensure that it is completed to the standard stated in the acceptance criteria and signs and dates the signature box.

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INSTALL CABLE TRAY CABLE SUPPORT SYSTEM HAS BEEN CORRECTLY INSTALLED AND IS SECURE IN PLACE	9	CHECK POINT	LEVEL & STRAIGHT.	COMPLIES	E			
HEIGHT OF CABLE SUPPORT SYSTEM HAS BEEN CONFIRMED AND INSTALLED TO THAT HEIGHT IN ALL AREAS	10	CHECK POINT						
CABLE SUPPORT SYSTEM IS AS PER SHOP DRAWINGS AND NOT IMPACTING ANY OTHER SERVICES	11	CHECK POINT						
ALL THREADED RODS HAVE BEEN CUT OFF TO CORRECT SIZE	12	CHECK POINT						
ALL NUTS/BOLTS/CHANNEL NUTS HAVE BEEN TIGHTENED	13	CHECK POINT						
DO SKETCH OR MARK UP DRAWING FOR FUTURE AS BUILTS	14	CHECK POINT	AS SPEC.	COMPLIES	F – E			
HAVE ALL SEISMIC RESTRAINTS BEEN INSTALLED AS PER SEISMIC DRAWINGS	15	CHECK POINT	AS SPEC.	COMPLIES	F – E			

SEPARATION BETWEEN POWER AND TELECOMMUNICATIONS CABLES

Circuit Rating	Separation Distance, mm
Low Voltage	300
High Voltage Multicore	450
High Voltage Single core	600

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