

# Inspection & Test Plan

Contractor Name: Wadsworth Contracting NZ Ltd

Process: Window Installation

ITP No: WAD-

No.	Inspection / Test Point	Responsibility	Specification Reference	Conformance Criteria Summary	Method	Frequency	Hold/Witness Requirements			Record or Checklist Reference
							SubCon	CPB	Client	
Preliminary Inspections & Tests:										
1	Drawings & Specifications	CPB	Construction drawings & technical specifications	Drawings issued as for Construction	Document transmittals (aconex)	All Windows	W / H	W / H		Specification & Drawing Document Register
2	Take Delivery of Windows	WADS	0171-5.8B	Follow delivery process in QMP	Visual	Per delivery	I			ITP Checklist
3	Preinstall Window Checks	WADS / CPB	0453-1.7	Arrange to inspect all openings with CPB in-line with the ITP checklist (point 3)	Visual	Per Window	H / I	H / I		ITP Checklist
Construction (in process) Inspection Points:										
4	Window installation (part 1)	WADS	0451-3.3	WMS, Shop Drawings & MODE Details	Visual	Per Window	W			ITP Checklist
5	CPB / IR Inspections (part 1)	CPB		As per WCT#7 Inspection of Fixings & Fastenings	Visual	As required		W / H		ITP Checklist
6	window Installation (Part 2)	WADS	0451-2.10, 0811-3.4, 0812-2 & 0812-3.3	Applied in-line with manufacturers data / Technical Data Sheets / Glass Undamaged & correct type as noted on PDS FC SD	Visual	Per Window	W			ITP Checklist
Completion Inspection & Test										
9	Final Installation Checks	WADS	0453-1.7	Inspect all installation in-line with checksheet & manufacturers installation guidelines	Visual	Per Window	W			ITP Checklist
10	CPB / IR Inspections (part 2)	CPB	0453-1.8	Arrange to inspect all doors with the CPB representative prior to handing over to PDS for hardware installation	Visual	Per Window	W / H	W / H		ITP Checklist
11	Site Hose Testing for External Windows	WADS / CPB	0451-1.9	As per CWCT's standard for systemised building envelope	Visual	If required - min 5% by length of all critical joints at agreed locations with	W	W		Testing Results / ITP Checklist

Hold/Witness Requirements: H = Hold Point I = Inspection Point W = Witness Point

Doc: ITP/PL Sheet: Page 1 of 2 Revision: 01 Date: 06/07/2022 Prepared by: Brock Wadsworth Position: General Manager	<b>CPB – Waikeria Prison Development</b> <b>INSPECTION &amp; TEST PLAN</b> <b>WINDOW INSTALL</b>	
--	--	--

<b>Building</b>		<b>Relevant Drawings</b>	
<b>Level</b>			
<b>Window Number</b>			

Item	Inspection / Test / Approval Point and Acceptance Criteria	Inspection/ Test Method /Standard / Specification	Level of Insp.	Name	Sign off	Date
1	<b>Prior to Commencement – The following documentation are completed and approved:</b> 1. Shop drawings submitted and approved (BY PDS)		Hold Point			
2	<b>Take Delivery of Window Units:</b> 1. The window has been identified and is the correct size to the shop drawings 2. The window is sound & undamaged. No rusting to frame, or door leaf.	Visual	Inspection Point			
3	<b>Preinstall Door Checks / Openings Prepared to Receive Windows:</b> 1. Opening has been allocated by CPB 2. The window type is known and has been identified for fire rating, acoustic and containment	Visual	Inspection Point / Hold Point			
4	<b>Window Installation (Part 1):</b> 1. Shop Drawings and typical details for appropriate window install have been sighted & understood. 2. Check frame to ensure any penetrations or possible grout leak points not accessible after install are sealed (if applicable). 3. The correct fixings have been used, are fully driven home, and tensioned. The head of fixings is not covered and has not been sealed. 4. Correct & adequate packers have been used. Packing is trimmed back so as not to impede correct sealant depth or wall lining install. 5. The window is installed plumb, square, and at the correct wall lining schedule.	Visual	Inspection Point / Hold Point			
5	<b>CPB Sign Off (Part 1):</b> 1. CPB to complete their QA checks on installed units, including completing witness point of our install to this point.	Visual	Inspection Point / Hold Point / Witness Point			
6	<b>Window Installation (Part 2):</b> 1. Sealant is applied to correct depth on back rod as required. 2. Sealant is set back far enough to receive Non pick sealant by subsequent trade in prisoner accessible areas (if applicable). 3. The head of the fixing bolts is packed & sealed using correct sealant filler. 4. Before grouting can commence, the sealant must have been allowed to fully cure 5. Check for any potential leak points for grouting. 6. Leaf to frame clearances checked prior to grouting 7. Open Glass Pallet & check glass is undamaged, correct sizes including type & thickness 8. Protective Film to glass is peeled back enough to allow sealant to bond fully to glass 9. Glazing tape set to 6mm from edge of glass to achieve correct sealant depth 10. DOWSIL 791 silicon weatherproofing sealant applied to exterior glazing in accordance with installation instructions	Visual	Inspection Point			
9	<b>Final Checks</b> 1. Window has been sealed 2. Window has been grouted (if applicable) 3. Window has no damage or rust visible 4. Glass checked for damage, scratches & ensure protective film is still in place 5. Sealant continuous, clean & no air pockets 6. All fixings installed & tightened with good hold & no signs of stripping 7. Window has been cleaned and is in a satisfactory standard to hand over to the subsequent trade (Hardware install by PDS)	Visual	Inspection Point			
10	<b>CPB Sign Off (Part 2):</b> 1. CPB to complete final checks & sign-off unit	Visual	Inspection Point / Hold Point			
11	<b>Site Hose Testing for External Windows:</b> 1. Each window is to be site hose tested by approved & certified water testing specialists. 2. Test Results to be included with this ITP	Visual	Inspection Point / Test Point			

