

INSPECTION AND TEST PLAN (ITP)

ALL ITP'S MUST BE SIGNED AND AUTHORISED PRIOR TO USE. NO ITP IS TO BE USED ON SITE WITHOUT PRIOR APPROVAL AND AUTHORISATION.

TMF – Mechanical Services

ITP Number:

ITP/NWPA/XXXX

Revision Number:

0

Author (Mandatory)				Reviewer & Approver (Mandatory)			
Name				Name			
Position	Site Engineer			Position	Project Engineer		
Signature		Date		Signature		Date	

Additional Reviewer (If Applicable)				Authorisation (Mandatory)			
Name				Name			
Position				Position	Quality Co-ordinator / Engineer (Delete as applicable)		
Signature		Date		Signature		Date	

AMS Number:	AMS/NWPA/	AMS Title:					
Work Lot Number:	WLD/NWPA/	Work Lot Description:					
Design Package:	NWP-DPK-	Associated Design Packages:					

INSPECTION CODES:	S: Surveillance Point	W: Witness Point	INSPECTION ROLE TYPES*:	SE: Site Engineer	SF: Supervisor/Foreman	ENV: Enviro Representative	SU: Surveyor	*Other codes may be added as required
	H: Hold Point	R: Review		PE: Project Engineer	QM: Quality Manager	CR: Community Relations Advisor		

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Item No.	Operational Activities	Verification			Inspection				Records & Comments
		Specification Reference	Acceptance Criteria	Test / Inspection Method & Frequency	Subcontractor		Project Team		KEY: ✓ = Applicable X = Not Applicable X and ✓ are to be initialled
					Key	Sign Date	Key	Sign Date	
1.0	PRELIMINARIES - Prior To Commencement of Work – Master Worklot Records (if applicable)								
1.1	Preliminary activities completed	▪ JH-MPR-SQE-006 Managing SQE Risks	▪ All ‘pre-construction’ authorisations and checks completed and recorded in Pre-Commencement Checklist in PPW as part of the AMS establishment	▪ Prior to works commencing			PE (H)		[] Pre-Commencement Checklist completed in PPW PPW Record No.: AMS/NWPA/00_____
1.2	Work Lot Map	▪ NWP-000-NWA-PRO-XQA-0003 - Work Lot Management Procedure	▪ Work Lot Map attached to Work Lot	▪ Per work lot			SE (H)		[] Work Lot Map
2.0	MATERIAL COMPLIANCE - Prior To Commencement of Work – Master Worklot Records (if applicable)								
2.1	Calibration Certificates	▪ JH-MPR-QUA-010 ▪ Process Control	▪ Confirm that external equipment calibration and testing facilities are registered in PPW ▪ External equipment calibration meets contract requirements for each item of test equipment	▪ Visual check with certificates, ITP, checklist or inspection report			SE (H) QA (R)		[] Record of visual inspection [] Calibration Certificates
2.2	Shop Drawing Approval	▪ IFC Drawings	▪ Mechanical shop drawings have been reviewed and approved by NWPA	▪ Prior to works commencing			PE (H)		[] Approved Shop drawings

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NOTE:

1. All preliminary records have been reviewed and approved. ITP signed at sections 1 to 3 and uploaded to Master lot with all preliminary records. Works may proceed onsite.

Site Engineer Name:	Site Engineer Signature:	Date:
Project Engineer Name:	Project Engineer Signature:	Date:

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4.0	CONSTRUCTION ACTIVITIES - Prior To Commencement and During Works – Sub-lot Records (if applicable)								
4.1	Inspection of incoming materials: <ul style="list-style-type: none">All mechanical Units – ERV, AC, DX, IEC, fans etc.GrillesPipeworkDuctwork	<ul style="list-style-type: none">NWP-000-NWA-PLN-XPM-0022JH-MPR-PMA-007 - Material ControlProject Requirement Specification	<ul style="list-style-type: none">Materials conform to IFC drawings and SpecificationsQty conform to purchase order requirementsFree of defects, transportation damage and/or imperfections	<ul style="list-style-type: none">Visual check with written notes in Delivery docket, ITP, checklist or inspection report.Upon Delivery	SF (H)		SE (H)		<ul style="list-style-type: none">[] Ductwork Installation Checklists[] Ductwork Insulation Checklists[] Grille Installation Checklists[] Mech Electrical Installation Checklists[] Controls Installation Checklists[] FCU Installation Checklists
4.2	Mechanical Equipment Installation	<ul style="list-style-type: none">IFC DrawingsAS 1668AS 3000Manufacturer Requirements	<ul style="list-style-type: none">All pipe work and duct work has been installed as per design specifications and relevant standards	<ul style="list-style-type: none">As per each equipment	SF (W)		SE (S)		<ul style="list-style-type: none">[] Ductwork Installation Checklists[] Ductwork Insulation Checklists[] Grille Installation Checklists[] Mech Electrical Installation Checklists[] Controls Installation Checklists[] FCU Installation Checklists

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5.0	TESTING AND COMMISSIONING REQUIREMENTS – <i>Post Construction Works – Sub-lot Records (if applicable)</i>								
5.1	Refrigeration Pressure Testing	<ul style="list-style-type: none">IFC DrawingsAS 1668AS 3000Manufacturer Requirements	<ul style="list-style-type: none">Pressure testing should be in accordance with the design specifications and relevant standards	<ul style="list-style-type: none">As per each air conduiting unit	SF (R)		SE (R)		<ul style="list-style-type: none">[] HHW Pipework Install Checklist[] Refrigeration Pipework Install Checklist
5.2	System Commissioning	<ul style="list-style-type: none">IFC DrawingsAS 1668AS 3000Manufacturer Requirements	<ul style="list-style-type: none">Mechanical systems are tested to perform in accordance with the design specifications and relevant standards	<ul style="list-style-type: none">As per each equipment	SF (R)		SE (R)		<ul style="list-style-type: none">[] Mechanical Commissioning Checklists

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		Specification Reference	Acceptance Criteria	Test / Inspection Method & Frequency	Subcontractor		Project Team		KEY: ✓ = Applicable X = Not Applicable X and ✓ are to be initialled
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6.0	COMPLETION REQUIREMENTS – Post Construction Works – Sub-lot Records (if applicable)								
6.1	Works Completion Inspection (with Subcontractor)	<ul style="list-style-type: none"> NWP-000-NWA-PRO-XDC-0002 –Outstanding Works, Works Completion and Defect Management Procedure 	<ul style="list-style-type: none"> Works completed in accordance with IFC Dwg and Specifications Inspection completed & recorded prior to releasing activity 	<ul style="list-style-type: none"> Visual Inspection with Subcontractor at the end of work activity prior to signing off ITP 			PE (H)	Refer to CHK241	[] NWPA Completion Checklist – CHK/NWPA/00241
6.2	Close out NCR(s)	<ul style="list-style-type: none"> NWP-000-NWA-PLN-XPM-0022 Quality Management Plan 	<ul style="list-style-type: none"> All out of tolerances notified via NCR reporting system All NCR’s applicable to the works to be raised in a timely manner and, if applicable, designer confirmation to be obtained. 	<ul style="list-style-type: none"> Prior to closing and signing ITP 			PE (H) QM (H)	Refer to CHK241	[] NWPA Completion Checklist – CHK/NWPA/00241
6.3	Relevant DCN(s) and RFI(s):	<ul style="list-style-type: none"> NWP-000-NWA-PLN-XPM-0006 Design and Engineering Management Plan 	<ul style="list-style-type: none"> Design/Construction Queries or clarifications relating to this ITP are addressed and closed. All ‘parts’ of RFI are included All ‘supporting evidence’ is included 	<ul style="list-style-type: none"> DCNs and RFIs closed and linked to NCRs where applicable 			PE (H)	Refer to CHK241	[] NWPA Completion Checklist – CHK/NWPA/00241
6.4	Redline Marked-up Drawings	<ul style="list-style-type: none"> NWP-000-NWA-GUD-XDM-0002 Red Line Guidelines 	<ul style="list-style-type: none"> Redline drawing to be produced & maintained by engineers to include all changes made during construction Redline to use latest IFC version of the design drawings and be marked-up in red pen, to identify any variations RFI, DCR, ECW and Client Wavers to be referenced in redlines (as required) 	<ul style="list-style-type: none"> Completion of Works 			PE (H)	Refer to CHK241	[] NWPA Completion Checklist – CHK/NWPA/00241

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NOTE:

1. ITP to be signed at sections 1 to 3 and uploaded to Master lot with all preliminary verification records prior to works commencing on site.
2. Completed ITP and all verification records in sections 1 to 3 to be scanned into relevant Master Worklot and referenced in accordance with NWP-000-NWA-PRO-XQA-0003;
3. Completed checklists and all verification records in sections 4 to 6 to be uploaded into relevant Sub Work-lots
4. All applicable verification records must be legible, signed/ initialled and dated where required.

NOTE:

If Master and Sub-lots are not in use – please attach signed ITP and all verification records from sections 1-6 to the applicable Worklot

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