



Inspection & Test Plan (ITP)

Package:	Resilient Flooring - TP23000
ITP No.:	CPB-NZ1006-ITP-4006
Date:	14/09/2023
Revision:	02
Sub-Contractor:	Hills Commercial Floors Limited
Responsible Eng.:	Theva Abishek

THIS INSPECTION AND TEST PLAN COMPRISES THE FOLLOWING DOCUMENTS AND ITS APPROVED FOR USE:

Part 1	Inspection and Test Plan
Part 2	On Site Quality Control Checklist
Specifications:	WAM-SPC-00001 Rev 03 - Architectural Specification
Reference Docs:	250518-SPE-ST-00-03 Rev 11 - Structural Specification

Workflow	Name	Signature	Date
Prepared by:	Fabrizio Mondelli		14/09/2023
Reviewed by:	Adam Rickenberg		14/09/2023
Approved by:	Kyle Pol		14/09/2023

PROJECT: PARAKIORE

NOTE: 5%, 50% and 90% of inspections to be offered as suggested by client documentation.

Doc Ref:	CPB-NZ1006-ITP-4006
Revision	02
Date Published	14/09/2023



Package:	Resilient Flooring - TP23000
ITP No.:	CPB-NZ1006-ITP-4006
Date:	14/09/2023
Revision:	02
Sub-Contractor:	Hills Commercial Floors Limited
Resp. Eng.:	Theva Abishek
Resp. Foreman.:	
Lot Number:	
Lot Description:	

Part 1.1 - Preliminaries

Inspection Test Point	Responsibility	Specification Reference	Conformance Criteria Summary	Method	Frequency	Witness/Hold Point Requirements			Record
						Sub-contractor	CPB	Client	
Samples	Senior Project Engineer	WAM-SPC-00001	Provide samples for approval of: - Vinyl Surfacing - Rubber Surfacing - Linolium Surfacing - Altro Safety Floors & Walls - Carpet Tiles - Entry Mats & Carpets Note: No samples required for freedom trimmaster transition flooring	Review	Pre-Start	WP	WP	WP	Aconex Doc Register
Slip Resistance (Vinyl / Rubber / Linoleum)	Senior Project Engineer	WAM-SPC-00001	Provide certificates and any other evidence at the time of selection/supply that the vinyl complies with NZBC D1/VM1 and ANBC D1/AS1: Access Routes. Slip resistance to comply with NZBC D1/AS1: 2.0 Level access routes and 3.0 Ramps. - When in place on a level access route, to have a mean coefficient of friction not less than 0.4 when tested in accordance with AS/NZS3661.1. - When in place of a sloping access route, to have a coefficient of friction not less than 0.4 + 0.0125S (S=Slope of surface expressed as percentage).	Certificate of Conformance	Pre-Start	WP	WP	WP	Aconex Doc Register
Surface Fire Performance (Vinyl / Rubber / Linoleum / Carpet)	Senior Project Engineer	WAM-SPC-00001	Flooring to meet fire performance requirements of NZBC C/AS1-AS7 4.17.3, by either: - Flooring is tested and achieved the minimum critical radiant flux requirements of NZBC C/as2-as6.. Provide certificates or other evidence that the flooring will comply. - Critical Radiant Flux not required if area of non-confirming products have an aggregate surface area of not greater than 5m2 within a firecell to NZBC C/AS2-AS7.	Certificate of Conformance	Pre-Start	WP	WP	WP	Aconex Doc Register
Qualifications Altro Safety Floors & Walls	Senior Project Engineer	WAM-SPC-00001	Altro premier Whiterock installers approved by Altro APAC Pty Ltd.	Review	Pre-Start	WP	WP	No	N/A
Info for O&M	Senior Project Engineer	WAM-SPC-00001	Prior to Practical Completion, provision of Altro APAC Pty Ltd cleaning and maintenance instruction as electronic Pdf Format Document.	Review	Post Completion	WP	WP	WP	Aconex Doc Register
Acoustic Requirements (Carpet)	Senior Project Engineer	WAM-SPC-00001	Floor finishes shall achieve a minimum >Lw16. Where floor finish specified do not achieve this, a resilient acoustic underlay is required. Vertical impact performance of >= IIC 70 and the measured one third octave sound pressure between 50 & 100 Hz from impacts on the floor shall be <=55 dB Lmax.	Review	Pre-Start	WP	WP	No	N/A
Fire Performance (Carpet, vinyl, tiles or finished/unfinished surfaces)	Senior Project Engineer	WAM-SPC-00001	Floor surfaces are required to either be non-combustible or have a critical radiant flux of no less than those given in table 3, tested to ISO9239 part 1:2010. This applies to flexible finishes such as carpets, vinyl sheets or tiles and to finished or unfinished floor surfaces.	Review	Pre-Start	WP	WP	WP	N/A
Surface Fire performance (Entry Mats)	Senior Project Engineer	WAM-SPC-00001	Product tested to ISO9239.1 and achieve the minimum critical radiant flux requirements of NZBC C/AS2-AS6 table 4.2. Coral/Tread entry Mat 2.5kW/m2. Requirement not applicable if product is non-combustible or if area of product has been an aggregate surface area of not greater than 5m2	Review	Pre-Start	WP	WP	WP	N/A
Accessible requirements (Trimmaster transition flooring trim)	Senior Project Engineer	WAM-SPC-00001	To comply with NZS 4121.	Review	Pre-Start	WP	WP	No	N/A



Inspection & Test Plan (ITP)

Package:	Resilient Flooring - TP23000
ITP No.:	CPB-NZ1006-ITP-4006
Date:	14/09/2023
Revision:	02
Sub-Contractor:	Hills Commercial Floors Limited
Resp. Eng.:	Theva Abishek
Resp. Foreman.:	
Lot Number:	
Lot Description:	

Part 1.2 - Conditions Before Starting

Inspection Test Point	Responsibility	Specification Reference	Conformance Criteria Summary	Method	Frequency	Witness/Hold Point Requirements			Record
						Sub-contractor	CPB	Client	
Storage	Supervisor	WAM-SPC-00001	Take delivery of materials and store on site protecting it from damage. Accept it undamaged and dry. If in Rolls, store it upright with an other material on the level surfaces in nontraffic area that is enclosed, clean and dry. Reject and replace goods that are damaged or will not provide the required finish. Avoid distortion, stretching, marking and damage to edges while shifting.	Inspection	Pre-Start	WP	WP	No	N/A
Building Conditions Carpet	Supervisor	WAM-SPC-00001	Concrete slab Humidity not to exceed 75% or until the moisture content does not exceed 5.5%, in accordance with NZS2455.1.	Inspection	Pre-Start	WP	WP	No	N/A
Building Conditions Carpet	Supervisor	WAM-SPC-00001	Floor temperature minimum 16 degrees celcius. Concrete PH no more than 10.	Inspection	Pre-Start	WP	WP	No	N/A
Execution Condition (Vinyl / Rubber / Linoleum / Altro)	Supervisor	WAM-SPC-00001	To comply with NZS 1884.	Review	Pre-Start	WP	WP	No	N/A
Execution Condition (Carpet)	Supervisor	WAM-SPC-00001	To comply with NZS 2455.1, NZS2455.2	Review	Pre-Start	WP	WP	No	N/A
Building Conditions Preparation	Supervisor	WAM-SPC-00001	Do not start work before the building is enclosed, wet work is complete, doors are hung and lockable, finishes and trims complete and in good lighting is available. Check that each colour supplied is from the same batch. Follow the preparatory conditioning and working temperatures at all times. Protect work from solar heat gain and switch off under-floor heating during and for 48h either side of the work period. Inspect substrate to ensure it is a suitable finish. Do not start work if it will not allow work of the required standard. Clear substrate of debris, clean off surface contamination and carry out surface repairs using a proprietary levelling compound if required. Carefully feather out at perimeters of repaired areas. Grind level than vacuum to remove dust.	Inspection	Pre-Start	WP	WP	No	Photo
Layout	Supervisor	WAM-SPC-00001	Before beginning the installation, confirm the proposed layout of material, location of seams and other visual considerations.	Inspection	Pre-Start	WP	WP	No	N/A

Doc Ref: CPB-NZ1006-ITP-4006
Revision: 02
Date Published: 14/09/2023



Package:	Resilient Flooring - TP23000
ITP No.:	CPB-NZ1006-ITP-4006
Date:	14/09/2023
Revision:	02
Sub-Contractor:	Hills Commercial Floors Limited
Resp. Eng.:	Theva Abishek
Resp. Foreman.:	
Lot Number:	
Lot Description:	

Part 1.3 - Installation

Inspection Test Point	Responsibility	Specification Reference	Conformance Criteria Summary	Method	Frequency	Witness/Hold Point Requirements			Record
						Sub-contractor	CPB	Client	
Application Primer or Adhesive (Rubber / Vinyl / Linoleum / Altro)	Supervisor	WAM-SPC-00001	Rubber / Vinyl / Linoleum / Altro: Apply approved adhesive by trowel and wetted roller as required. Follow requirements for open time, taking notes of the substrate porosity, ambient temperature and relative humidity. Remove excess if required.	Inspection	Work in Progress	WP	WP	No	Photo
Application of Vinyl and Linoleum	Supervisor	WAM-SPC-00001	Vinyl & Linoleum: Roll out, cut, leave to condition and install sheets. Ensure there are no air bubbles or twisting, the seams are kept clear of adhesive and immediately she sheet is adhered, roll with a 68kg roller.	Inspection	Work in Progress	WP	WP	No	Photo
Application of Carpet Tiles & Mat	Supervisor	WAM-SPC-00001	Set out from the centre of the area in two experimental runs and if required modify to suit. Lay tiles from the centre to the flooring manufacturer's requirements ensuring air is expelled. As each section is completed, immediately roll with a 68kg roller and sandbag corners. Complete sections before scribing perimeter tiles. Lay in a mono direction, except where specifically instructed otherwise. Cut tiles back using carpet tile manufacturer's required cutting technique.	Inspection	Work in Progress	WP	WP	No	Photo
Welding Vinyl / Linoleum / Altro	Supervisor	WAM-SPC-00001	After machine grooving, thermo weld seams, heating the sheet and weld rod to a sufficient temperature to melt and fuse them together in a single mass. Trim and glaze the weld to leave a smooth, flush surface with the sheet. The width of the weld to be 1.33 times the sheet thickness.	Inspection	Work in Progress	WP	WP	No	Photo
Cross Joins (Vinyl / Linoleum)	Supervisor	WAM-SPC-00001	Cross joins are not allowed in wet areas. Plan and allow cuts to avoid cross joins. Review position and before proceeding, if in a dry area and cross joins are unavoidable, seek approval by the Client.	Inspection	Work in Progress	WP	WP	No	Photo
Fitting Accessories	Supervisor	WAM-SPC-00001	Scribe fit, adhere and otherwise fix true to line and face for each particular location. Install transition trims where necessary in accordance with specification and drawings.	Inspection	Work in Progress	WP	WP	No	Photo
Cleaning	Supervisor	WAM-SPC-00001	For Rubber floors only: Strip protective wax coating before cleaning and buffing according to the manufacturers requirements to achieve the slip resistant properties. All Floors: Clean flooring surfaces of adhesive, dirt and debris. Vacuum off. For Linoleum & Rubber floors only: Mop it, dry and apply rotary machine using pads at 300rpm. Protect the floor to avoid damages from follow on trades.	Inspection	Work in Progress	WP	WP	No	Photo

Package:	Resilient Flooring - TP23000
ITP No.:	CPB-NZ1006-ITP-4006
Date:	14/09/2023
Revision:	02
Sub-Contractor:	Hills Commercial Floors Limited
Resp. Eng.:	Theva Abishek
Resp. Foreman.:	
Lot Number:	
Lot Description:	

Part 2 - On Site Checklist

Inspection Test Point	Responsibility	Specification Reference	Conformance Criteria Summary	Method	Frequency	Witness/Hold Point Requirements			Record
						Sub-contractor	CPB	Client	
Storage	Supervisor	WAM-SPC-00001	Take delivery of materials and store on site protecting it from damage. Accept it undamaged and dry. If in Rolls, store it upright with an other material on the level surfaces in nontraffic area that is enclosed, clean and dry. Reject and replace goods that are damaged or will not provide the required finish. Avoid distortion, stretching, marking and damage to edges while shifting.	Inspection	Pre-Start			N/A	N/A
Building Conditions Carpet	Supervisor	WAM-SPC-00001	Concrete slab Humidity not to exceed 75% or until the moisture content does not exceed 5.5%, in accordance with NZS2455.1.	Inspection	Pre-Start			N/A	N/A
Building Conditions Carpet	Supervisor	WAM-SPC-00001	Floor temperature minimum 16 degrees celcius. Concrete PH no more than 10.	Inspection	Pre-Start			N/A	N/A
Building Conditions Preparation	Supervisor	WAM-SPC-00001	Do not start work before the building is enclosed, wet work is complete, doors are hung and lockable, finishes and trims complete and in good lighting is available. Check that each colour supplied is from the same batch. Follow the preparatory conditioning and working temperatures at all times. Protect work from solar heat gain and switch off under-floor heating during and for 48h either side of the work period. Inspect substrate to ensure it is a suitable finish. Do not start work if it will not allow work of the required standard. Clear substrate of debris, clean off surface contamination and carry out surface repairs using a proprietary levelling compound if required. Carefully feather out at perimeters of repaired areas. Grind level than vacuum to remove dust.	Inspection	Pre-Start			N/A	Photo
Layout	Supervisor	WAM-SPC-00001	Before beginning the installation, confirm the proposed layout of material, location fo seams and other visual considerations.	Inspection	Pre-Start			N/A	N/A
Application Primer or Adhesive (Rubber / Vinyl / Linolium / Altro)	Supervisor	WAM-SPC-00001	Rubber / Vinyl / Linoleum / Altro: Apply approved adhesive by trowel and wetted roller as required. Follow requirements for open time, taking notes of the substrate porosity, ambient temperature and relative humidity. Remove excess if required.	Inspection	Work in Progress			N/A	Photo
Application of Vinyl and Linoleum	Supervisor	WAM-SPC-00001	Vinyl & Linoleum: Roll out, cut, leave to condition and install sheets. Ensure there are no air bubbles or twisting, the seams are kept clear of adhesive and immediately she sheet is adhered, roll with a 68kg roller.	Inspection	Work in Progress			N/A	Photo
Application of Carpet Tiles & Mat	Supervisor	WAM-SPC-00001	Set out from the centre of the area in two experimental runs and if required modify to suit. Lay tiles from the centre to the flooring manufacturer's requirements ensuring air is expelled. As each section is completed, immediatel roll with a 68kg roller and sandbag corners. Complete sections before scribing perimeter tiles. Lay in a mono direction, except where specifically instructed otherwise. Cut tiles back using carpet tile manufacturer's required cutting technique.	Inspection	Work in Progress			N/A	Photo
Welding Vinyl / Linoleum / Altro	Supervisor	WAM-SPC-00001	After machine grooving, thermo weld seams, heating the sheet and weld rod to a sufficient temperature to melt and fuse them together in a single mass. Trim and glaze the weld to leave a smooth, flush surface with the sheet. The width of the weld to be 1.33 times the sheet thickness.	Inspection	Work in Progress			N/A	Photo

Cross Joins (Vinyl / Linoleum)	Supervisor	WAM-SPC-00001	Cross joins are not allowed in wet areas. Plan and allow cuts to avoid cross joins. Review position and before proceeding, if in a dry area and cross joins are unavoidable, seek approval by the Client.	Inspection	Work in Progress			N/A	Photo
Fitting Accessories	Supervisor	WAM-SPC-00001	Scribe fit, adhere and otherwise fix true to line and face for each particular location. Install transition trims where necessary in accordance with specification and drawings.	Inspection	Work in Progress			N/A	Photo
Cleaning	Supervisor	WAM-SPC-00001	For Rubber floors only: Strip protective wax coating before cleaning and buffing according to the manufacturers requirements to achieve the slip resistant properties. All Floors: Clean flooring surfaces of adhesive, dirt and debris. Vacuum off. For Linoleum & Rubber floors only: Mop it, dry and apply rotary machine using pads at 300rpm. Protect the floor to avoid damages from follow on trades.	Inspection	Work in Progress			N/A	Photo

Client Inspection Record					
Responsible Witness	Position	Name	Signature	Accepted or Rejected?	Comments
Sub-Contractor					
CPB					
Client					

Doc Ref: CPB-NZ1006-ITP-4006
Revision 02
Date Published 14/09/2023