

Inspection & Test Plan

ITP Title: Glazing Exterior [Windows & Doors]

Process/Sub-Process: -

ITP No.: CPB-NZ1006-ITP-3004

Revision No.: 2

Revision Date: 05/06/2023

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

PART 1 Inspection and Test Plan – NOTE CPB are utilising the contractors ITP as it is a D&C Package

PART 2 *Quality Control Checklist/s (CL) and other evidence documents – NOTE CPB are utilising the contractors QA Systems*

PART 3 Lot Verification Checklist

Reference Documentation: *Façade & Architectural Specifications, Façade Consent, PS1 and associated shop drawings*

Prepared by:	(signature)	05/06/23 (date)
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Reviewed by:	(signature)	05/06/23 (date)
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Approved by:	(signature)	05/06/23 (date)
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Client acceptance (if required):	(signature)	(date)
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DEFINITIONS:

Hold Point: A point beyond which a work process must not proceed without the nominated authority's express authorisation.

Witness Point: A point in a work process where the Contractor must give prior notice to the nominated authority and the option of attendance may be exercised by the nominated authority.

CONTRACT: Metro Sports, Christchurch					ITP NO.		REV.	
PLAN FOR: BUILDING ENVELOPE					SHEET 1 OF 1			
Contract Master Prog. No.		Activity Numbers		Activities: Curtain Wall Installation			CLIENT: CPB Contractors	
INSPECTION STAGE Identify the stages and list the approvals, inspections and tests to be carried out.		Specification Reference		Inspection		Verifying Record		
				By	Frequency	Hold Point Y / N	Document Name	Records Kept By
DOCUMENTATION RECEIVED: a) Received QA documents. b) Check for Damage, Quantity, Quality of goods. c) Received all relevant setout/survey drawings.		HBP details and requirements, Project Specification		Alu-fix (Installer)	Each Delivery	N	Alu-fix Checklist	Alu-fix/HBP
INITIAL INSPECTION: a) Gridlines and RL's are visible and accessible. b) Installation area free from obstruction and has suitable access.		n/a		Alu-fix (Installer)	Each Delivery	N	Alu-fix Checklist	Alu-fix/HBP
SEISMIC SILL, HEAD, JAMBS and BRACKETS: a) Opening Structure correct at sill, head and jambs. b) Waterproofing / wrapping complete around entire opening. c) Sill head, jamb & splice fixings are fitted correctly as per specifications and to correct RL. d) Seismic frame inspected and defect free. e) Seismic sill, head & jambs levelled to correct height. f) All fixings, corner angles and splice plates are sealed and neatly tooled. g) Check primary brackets are seated correctly and are in the correct position. All nuts and washers are correct as per design. h) Check primary brackets are torqued to correct setting 30Nm.		Manufacturers details & Requirements. HBP Shop Drawings Project Specification		Alu-fix (Installer)	Each Area	N	Visual Alu-fix Checklist This to be held as a 'live record'. And be updated daily as the work progresses	Alu-fix/HBP
				CPB	Random	N		

INSPECTION STAGE Identify the stages and list the approvals, inspections and tests to be carried out.	Specification Reference	Inspection			Verifying Record		
		By	Frequency	Hold Point Y / N	Document Name	Records Kept By	Comments
PRE-INSTALLATION: a) Check panel identification with set out plans. b) Verify that the panel to be installed will be in the correct location. c) Visual inspection for any glass or sealant defects. d) Inspected for any other damage, eg dents or scratches. e) Check that the gaskets are in place without damage or voids and that the gaskets are crimped in place at both ends. f) Check that the sub-sills are clean and free from debris.	Manufacturers details & Requirements. HBP Shop drawings Project Specification	Alu-fix (Installer) CPB Client	Each Area Random Witness Point	N N N	Visual Alu-fix Checklist This to be held as a 'live record'. And be updated daily as the work progresses	Alu-fix/HBP	
INSTALLATION: a) Check each panel is set to the correct height. b) Check each panel is plumb, levelled and true. c) Check that the gap between the mullions is as per design. d) Check bracket is engaged correctly to the primary bracket. e) Check that the lock off angle is fitted correctly. f) Verify that the connecting spigot and front soaker are clean, sealed and neatly tooled. g) Check beads are fitted and are rubbered off. h) Horizontal and vertical air seals applied and neatly tooled. i) Horizontal and vertical weather seals applied and neatly tooled. j) Rain shield flashings are installed correctly. k) Head flashing installed correctly. l) Parapet flashings are installed.	Manufacturers details & Requirements. HBP Issue drawings Project Specification	Alu-fix (Installer) CPB Client	Each Area Random Witness point	N N N	Visual Alu-fix Checklist This to be held as a 'live record'. And be updated daily as the work progresses	Alu-fix/HBP	

INSPECTION STAGE Identify the stages and list the approvals, inspections and tests to be carried out.	Specification Reference	Inspection			Verifying Record		
		By	Frequency	Hold Point Y / N	Document Name	Records Kept By	Comments
LOUVRE INSTALLATION (where applicable): a) Louvres are installed in the right location. b) Louvres are set to the correct position (height). c) All bolts are tight. d) Check the louvre is scratch and defect free. e) All drain holes are drilled and are clear of debris.	Manufacturers details & Requirements. HBP Issue drawings Project Specification	Alu-fix (Installer) CPB Client	Each Area Random Witness Point	N N N	Visual Alu-fix Checklist This to be held as a 'live record'. And be updated daily as the work progresses	Alu-fix/HBP	
PROTECTION: a) Protective delivery film removed to external faces only. b) Protective tape applied to all internal faces.	HBP requirements	Alu-fix (Installer)	As Above	N	As Above	Alu-fix/HBP	
CLEAN & CLEAR AWAY: a) Clear Workplace etc. b) Remove Debris & Waste Materials to skip. c) Make Good any damaged areas.	c) Repair Method procedure by HBP	Alu-fix (Installer)	a), b) Daily	N	Visual c) HBP repair record for each repair	HBP	All windows to be checked prior to handover
CURTAIN WALL SITE TEST: a) Water test in accordance with test procedure	Project water test Procedure	Alu-fix (Installer)/ HBP	As required	N	Alu-fix / HBP Test Report	Alu-fix/HBP	Water Testing locations as required
INSPECTION & ACCEPTANCE:		HBP & CPB Client	Each Area	Y	Completed Form above plus CPB HOLDPOINT to Client	HBP & CPB	
HBP Agreement:	Date:	CPB Agreement:			Date:	Client Agreement:	Date:

Quality Control Checklists

PART 2 OF INSPECTION & TEST PLAN

Quality Control Checklists (CL) and other evidence documents are to be referenced in "Records or Checklist Number" in Part 1.

Inspection and Test Plan Lot Verification Checklist

PART 3 OF INSPECTION & TEST PLAN

Lot Number:	
Lot Description:	

Conformance of Work Statement (if required): The works for this construction lot conforms in respects to the ITP.			
Name:	Signed:	Supervisor	Date:
Conformance / Verification of Construction Lot Statement: This closed lot conforms in all respects with the standards and requirements specified in the Contract Documents. The lot verification records are complete and attached. Any non-conformances have been dispositioned in accordance with the contract requirements.			
Name:	Signed:	Project Engineer	Date:
Quality Review			
Name:	Signed:	Quality Manager / Rep.	Date:
Independent Review (if required):			
Name:	Signed:	IC	Date: