

SECTION 1 – GENERAL DETAILS							
Project Name:	DCC11014 Water Pump Station Renewals - SILVERSTREAM			Inspection Key <i>Use in sections 3, 4 and 5.</i>		Responsibilities <i>Use in sections 3, 4 and 5.</i>	
Project Number:	561482			A Action	Role Key	Name	Signature/ Initial
Customer:	Dunedin City Council			B Report by Breach	CM Construction Manager	Stephen Vorgers	
Contract Number:	DCC11014-WPS002			C Check	CR Cust. Representative	Joff Riley / Mark Todd	
Area/ Sub-System:	Switchboard Installation - SILVERSTREAM	Lot ID Number:	N/A	D Dimension Inspection	IP Inspection Personnel	Hamish Watson	
				E Examine	MC Material Controller		
ITP Number:	561482-ITP-001		Version:	DRAFT	H Hold Point	OP Operations Manager	
ITP Description:	Switchboard Delivery and Electrical Installation			I Inspection	PM Project Manager	Matt Paterson	
Discipline:	Switchboard			M Monitor on Random Basis	PS Project Supervisor		
Specification:	C11014 Water Pump Station Renewals Specification 12581908			O Operation	QE Quality Engineer		
				R Review	QM QA Manager		
Drawings:	"Construction Issue Drawings as issued by GHD - Silverstream Pump Station Project Ref: 12581908-GHD-PS-SS-DRG-GN Drawings: G0001, M0001 through M0004 & P0001"			S Subcontractor	SP Supervisor	Hamish Watson	
				V Visual Verification	ST Superintendent		
Prepared By: <i>(Name)</i>	Hamish Watson / Matt Paterson		Date:	10-12-24	W Witness Point	SV Surveyor	
Quality Specified:	None - As per Specification requirements				WS Welding Supervisor		
SECTION 2 – SIGNATURES – CLOSE-OUT & APPROVAL							
ITP Close-Out by Downer	Name:	Hamish Watson		Signature:		Date:	
Downer Approval	Name:	Matt Paterson/Stephen Vorgers		Signature:		Date:	
Customer Approval	Name:	Joff Riley / Bruce Buxton		Signature:		Date:	

SECTION 3 – RECEIVING INSPECTIONS *Insert additional or delete unused rows as required. Include reference to specification.*

Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Frequency	Inspection Type (<i>Visual, other</i>)	Inspection	
							Key	By (<i>Role Key</i>)
3.1	Inspection of Switchboard Cabinet Pieces prior to delivery to site	Check overall condition. check connections for internal electrical components	Visual check and report any defects or areas of concern	Email or NTE to report	Once	Visual + Photograph	C	IP/B
3.2	Delivery of Switchboard materials to site	Check and verify that the switchboard materials have been delivered damage free	materials are damage free	Material Delivery Docket	Once	Visual + inspection	C	IP
3.3								

SECTION 4 – IN-PROCESS INSPECTIONS *Insert additional or delete unused rows as required. Include reference to specification.*

Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Frequency	Inspection Type <i>(Visual, other)</i>	Inspection	
							Key	By <i>(Role Key)</i>
4.1	On-site assembly	Pre-Removal of required covers from Switchboard	isolation of switchboard is proven	on site testing, isolation tags in place	once	Visual	I	IP
4.2	On-site assembly	Switchboard exterior panels removed as required	work area secured, all voltage sources isolated. no signs of degradation on switchboard.	Testing, photos as required	once	Visual + Photograph	I	IP
4.3	Connection of new Generator Change-over cabinet.	connections of electrical cabling/bus bars.	Cabling/busbars connected correctly, insulation resistance between conductors acceptable.	Switchboard Acceptance Test. C.O.C from Switchboard Manufacturers.	Once	Visual + Photograph	I	IP
4.4	Re-Energizing of switchboard	Switchboard work completed.	Switchboard upgrades completed. testing completed, interlocks between main switch and generator switch tested and verified, phase rotation confirmed	Switchboard C.O.C, instrument test of supply mains.	once	Visual + Inspection	I	IP
4.5	Submission/review/approval of the Level 2 FD	Software functionality meets expectations	Approval from consultant	NTC	Once	Visual	I	IP

SECTION 5 – FINAL INSPECTION AND HANDOVER *Insert additional or delete unused rows as required. Include reference to specification.*

Item No.	Activity/ Task Description	Inspection Point: Quality Control Activity	Acceptance Criteria	Verifying Document	Frequency	Inspection Type <i>(Visual, other)</i>	Inspection	
							Key	By <i>(Role Key)</i>
5.1	Switchboard	Assembled, inspection carried out and approved	Electrical Testing completed, all covers in place and secured. all bolts present. R.O.I issued by electrical inspector.	Switchboard acceptance test sheet.	once	Visual + Document	I	IP

SECTION 6 – COMMENTS

	Customer Release Granted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	
	Certificate Number:				