**Inspection Checklist – BMS Panel & Field connections Fit off**

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| **Contractor:** |  | | | |  | **IC-E No.** | | |  | |
| **System:** | BMS | | | |  | **Floor:** | | |  | |
| **Panel No:** |  | | | |  | | | |  | |
| Installation in accordance with the Mechanical Services Specification | | | | | | | | | | |
| **Item - Activity** | | | | **Acceptable** | | | | | | **Comment** |
|  | **Yes** | | **No** | | |
| BMS Panel Installed in correct location | | | |  |  | |  | | |  |
| Cable glands on panel installed and secure | | | |  |  | |  | | |  |
| BMS Panel Terminated | | | |  |  | |  | | |  |
| Field equipment installed & terminated with cables and/or glands secured | | | |  |  | |  | | |  |
| BMS cabling in MSSB terminated & cable duct covers secure | | | |  |  | |  | | |  |
| BMS panel tidy and labels correct | | | |  |  | |  | | |  |
| BMS panel Label Fitted | | | |  |  | |  | | |  |
| Panel energised and ready for commissioning | | | |  |  | |  | | |  |
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| **Inspected by:** | | *Sub-Contractor’s Site Foreman* |  | | | | | Date | |  |
| **Inspected by:** | | *DPA Site Foreman* | Adam Simons | | | | | Date | |  |
| **Comments** | | | | | | If an NCR is raised - # | | | | |
|  | | | | | | Date Closed | | | | |
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| **READY FOR HANDOVER TO COMMISSIONING** | | | | | | | | | | |

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| **Received by:** | | *DPA Project Manager* | | Date: |
| **Authorised By** | **Site Foreman / Mgr** | | **Client** | **Project Manager** |
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