**INSPECTION, TEST, VERIFICATION & STATUS REPORT**

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| **ITP Description:** | Purchasing and Procurement | **Revision** |  | **SYMBOLS FOR OPERATION**  A-APPROVAL / W-WITNESSED / T-TEST / C- CERTIFICATE / H-HELD / G-GENERAL / I-INSPECTED  GM Fire: Onsite Representative (GMR) Principle Contractor: (PC)  Consultant: (CS) Client: (CL) |
| **ITP Number:** | GMF-ITPS-003 | **Prepared By** | Drew Brooks |
| **Trade:** | Fire Services | **Signature** |  |
| **Project Number:** |  | **Approved By** | James Pretty |
| **Project Name:** |  | **Signature** |  |
| **Project Address:** |  | **Date** |  |

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| **Site Specific Details** | | | | | |
| Frequency of inspection and testing: | | |  Level |  Area |  Other: |
| Building: |  | | | | |
| Level: |  | | | | |
| Area: |  | | | | |
| **Hold Point Details** | | | | | |
| Hold Point Required:  Yes | | |  No |  Other: |  |
| GM Sign Off | | Name: | | | Signature: |
| PC Sign Off | | Name: | | | Signature: |
| CS Sign Off | | Name: | | | Signature: |

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| **ITEM** | **DESCRIPTION OF ACTIVITIES** | **ACCEPTANCE CRITERIA SPECIFIED** | **COMMISSIONNIG CODES AND REQUIRED DOCUEMNTATION** | **DRAWING REFERENCE NUMBER** | **QUALITY CONTROL** | **PERFORMED AND/OR WITNESSED BY:** | | | | **DATE** |
| **GM** | **PC** | **CS** | **CL** |
| 1 | EQUIPMENT PURCHASES TO SPECIFICATION | In House QA  Samples approved by PC/ CL | N/A | Issued Drawings Number: | I |  |  |  |  |  |
| 2 | CHECK SPECIFICATION SAMPLES HAVE BEEN APPROVED. | Approval by PC/ CL | N/A |  | I |  |  |  |  |  |
| 3 | MATERIALS APPROVED FOR INSTALLATION | CL Specification | N/A | Issued Drawings Number: | I |  |  |  |  |  |
| 4 | PURCHASE ORDERS SPECIFIC AND PRICED | Orders from approved suppliers  In House QA – Equipment ordered > Equipment Supplied  POs referenced and invoices approved | N/A | Construction Issued Drawings Number: | I |  |  |  |  |  |
| 5 | FIRE PANEL DELIVERED – AS ORDERED | In House QA  Reference Design Invoice from Supplier | N/A |  | I |  |  |  |  |  |
| 6 | FIRE PANEL Q.A. CERTIFIED | In House QA  To system Design requirements Supplier QA referenced | N/A |  | C |  |  |  |  |  |
| 7 | SMOKE DETECTORS DELIVERED AS ORDERED | Samples approved by PC/ CL.  Quantities as required.  Invoices checked. | N/A | Issued Drawings Number: | I |  |  |  |  |  |
| 8 | FABRICATED PIPE & VALVES DELIVERED AS ORDERED | SPRINKLERS: AS2118.1-  2017 – Section 7.1; All pipes, valves and fittings shall be supplied new  HYDRANTS: AS2419.2-2005  – Section 8.1.1; Pipe, valve and fittings provided shall be new and comply with fitting specification.  In House QA | N/A | Issued Drawings Number: | I |  |  |  |  |  |
| 9 | SPRINKLER HEADS DELIVERED AS ORDERED | AS2118.1-2017 – Section 9  & 10; Shall be new and meet the demands of the system they are installed on (Light/Ordinary Hazard)  In House QA | N/A | Issued Drawings Number: | I |  |  |  |  |  |