**Installation of Incline Ceiling Framing, Veneer battens, Autex insulation, perimeter pelmets.**

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| --- | --- | --- | --- |
| **Date:20/11/2024** |  | **Control Categories** | |
| **Project Name: NFH** | NFH | H = Inspection Hold Point | GM =General Manager |
| **Scope:** | Hospital St Feature ceiling | W = Witness Point | FM = Foreman |
| **Client:** | Multiplex Construction | S = Surveillance Point | PM = Project Manager |
| **Location:** | Ground Level | R = Review Document | QA = Quality Assurance |
| **ITP prepared by:** | Luke Lawry |  |  |
| **Position:** | Project Manager |
| **Signature:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **No:** | **Activity:** | **Acceptance Criteria:** | **Documentation:** | **CONTROL POINT** | | **LL**  **AUTHORISED PERSON** |
| **LL** | **Multiplex** |  |
| 1. | Quality Assurance – Standards and Procedures | Submission for approval by the Primary Contractor (Client) Multiplex –    Systems align with scope of works and contractual obligations - | LL installations Quality Assurance Plan and ITP’s –  Contract | **QA** | **R** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 2. | Issue Shop Drawings for Approval – | Review project documentation and specifications –  Review Architects comments and revise until accepted.  Engineering Computations where required - | Shop Drawings  LL- NFH -001 to 004.  Approved MODEL | **QA** | **R** | **PM** |
| **SIGN**    **DATE** | **SIGN**    **DATE** | **SIGN**    **DATE** |
| 3. | Issue Shop Drawings for Construction- | Drawings have been reviewed by Architect, Multiplex and have been accepted – this may be in the form of approved with comments –  Drawings are then updated and issued for construction- | IFC Shop Drawing –  LL Installation Tracking Sheet –  LL installation Shop Drawing Register – | **QA** | **R** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 4. | Procure Materials | Samples are submitted to Multiplex and architect along with Tech Data – these need to be formally signed off by Multiplex prior to ordering any material –  These materials need to be in accordance  AS 1170.0-2002  AS 1170.1-2002  AS 1170.2-2011  AS 1170.4-2007  AS 4600 - 2005  AS 4100 -2020  NCC 2019 Volume 1  Building Regulations 2018  relative to their location and purpose.  LL Installations to inspect supplier dockets to ensure to the use of the correct material prior to manufacture and installation | Sample Submission Register –  Formal approval Advice –  Shop Drawings –  Project Specifications –  Purchase Order –  Supplier Receipts & Sales Dockets –  Warranties –  Tech Data Sheets-  Group Rating – | **QA** | **R** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 5. | Set Fabrication sequence and Priority | Project Communications –  Through collaboration and communication with Multiplex a program of works will be set, this will be formalised through the project communication platform Aconex- | Multiplex Project Program -  Aconex Emails-  LL Installation Tracking Sheet –  LL installations Shop Drawing Register - | **QA** | **R** | **PM** |
| **SIGN**    **DATE** | **SIGN**    **DATE** | **SIGN**      **DATE** |
| 6. | Installation Of Acoustic Insulation- | Check surrounding area for safe working environment – to operate plant and perform the task –  Multiplex has received partition contractors ITP’s and checked that wall framing complete and acceptable and in line with AS 4600 –  Multiplex has also received all service trades ITP’s – The Ceiling framing is complete and fit for purpose and all preceding trades have completed their work including all acoustic requirements – the area is ready for the next sequential step and the area has been handover to LL installations by Multiplex – | Relevant Trade ITP’s –  Formal advice from the builder to proceed via Aconex-  SWMS-  Site Rules –  As per Multiplex direction - | **QA** | **H** | **PM** |
| **SIGN**    **DATE** | **SIGN**    **DATE** | **SIGN**      **DATE** |
| 7. | Set out of Battens | Conforms with project documentation and approved shop drawings –  Battens are set out to correct RL’s and dimensions from grid –  All measuring instruments have been calibrated and a certificate of calibration has been forwarded to Multiplex - | IFC architectural drawings –  Approved shop drawings –  SWMS and Safety Documentation –  Measuring Instrument Calibration Certification– | **QA** | **W** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 8. | Installation of Battens - | Battens are installed as per approved shop drawings and project documentation, to the correct RL and dimensions off grid –  Battens are plumb, level, square and in alignment – Battens are free of defects and are fit for purpose – Materials are correct to what has been specified -  Multiplex has reviewed work and deems it acceptable – | IFC architectural drawings –  Approved shop drawings –  SWMS and Safety Documentation –  Project Specifications –  Material Certificates –  Delivery Dockets- | **QA** | **W** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 9. | Defect Rectification - | Multiplex formal sign off -  Acceptance of works as completed -By Multiplex and Client - | IFC architectural drawings –  Approved shop drawings –  SWMS and Safety Documentation –  Multiplex Enablon –  O&M Manuals -  Warranties-  Reg 126 – where required –  Engineer Certification – Where required - | **H** | **H** | **PM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |
| 10. |  |  |  | **QA** | **R** | **GM** |
| **SIGN**  **DATE** | **SIGN**  **DATE** | **SIGN**  **DATE** |