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| **Principal Contractor:** Richard Crookes Constructions | **Project Name:** Epping Retirement Village, Accommodation |
| **Project Address:** 6-14 Cambridge Street, Epping NSW | **Contact:** Josh Hansen - 0477 111 139 |
| **Product:** Roller Blinds & Curtains | **Revision:** 01 |

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| **REF.** | **DESCRIPTION** | **CHARACTERISTICS** | **STAGE/FREQUENCY** | | **RECORDS REQUIREMENT STANDARD/SPEC** | **ACCEPTANCE CRITERIA** | **INSPECTION/TEST PROCEDURE** | | **INSTALLER** | **SUPERVISOR** | **CLIENT** |
| **1** | Level 6  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **2** | Level 6  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **3** | Level 6  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **4** | Level 6  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **5** | Level 6  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **6** | Level 6  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **7** | Level 6  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **8** | Level 7  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **9** | Level 7  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **10** | Level 7  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **11** | Level 7  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **12** | Level 7  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **13** | Level 7  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **14** | Level 7  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **15** | Level 8  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **16** | Level 8  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **17** | Level 8  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **18** | Level 8  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **19** | Level 8  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **20** | Level 8  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **21** | Level 8  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **22** | Level 9  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **23** | Level 9  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **24** | Level 9  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **25** | Level 9  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **26** | Level 9  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **27** | Level 9  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **28** | Level 9  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **29** | Level 10  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **30** | Level 10  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **31** | Level 10  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **32** | Level 10  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **33** | Level 10  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **34** | Level 10  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **35** | Level 10  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **36** | Level 11  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **37** | Level 11  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **38** | Level 11  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **39** | Level 11  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **40** | Level 11  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **41** | Level 11  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **42** | Level 11  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **43** | Level 12  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **44** | Level 12  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **45** | Level 12  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **46** | Level 12  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **47** | Level 12  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **48** | Level 12  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **49** | Level 12  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **50** | Level 13  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **51** | Level 13  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **52** | Level 13  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **53** | Level 13  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **54** | Level 13  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **55** | Level 13  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **56** | Level 13  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **57** | Level 14  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **58** | Level 14  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **59** | Level 14  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **60** | Level 14  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **61** | Level 14  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **62** | Level 14  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **63** | Level 14  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **64** | Level 15  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **65** | Level 15  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **66** | Level 15  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **67** | Level 15  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **68** | Level 15  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **69** | Level 15  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **70** | Level 15  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **71** | Level 16  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **72** | Level 16  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **73** | Level 16  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **74** | Level 16  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **75** | Level 16  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **76** | Level 16  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **77** | Level 14  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **78** | Level 15  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **79** | Level 15  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **80** | Level 15  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **81** | Level 15  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **82** | Level 15  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **83** | Level 15  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **84** | Level 15  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **85** | Level 16  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **86** | Level 16  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **87** | Level 16  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **88** | Level 16  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **89** | Level 16  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **90** | Level 16  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **91** | Level 16  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **92** | Level 17  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **93** | Level 17  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **94** | Level 17  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **95** | Level 17  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **96** | Level 17  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **97** | Level 17  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **98** | Level 17  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **99** | Level 18  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **100** | Level 18  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **101** | Level 18  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **102** | Level 18  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **103** | Level 18  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **104** | Level 18  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **105** | Level 18  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **106** | Level 19  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **107** | Level 19  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **108** | Level 19  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **109** | Level 19  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **110** | Level 19  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **111** | Level 19  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **112** | Level 19  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **113** | Level 20  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **114** | Level 20  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **115** | Level 20  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **116** | Level 20  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **117** | Level 20  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **118** | Level 20  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **119** | Level 20  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **120** | Level 21  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **121** | Level 21  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **122** | Level 21  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **123** | Level 21  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **124** | Level 21  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **125** | Level 21  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **126** | Level 21  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **127** | Level 22  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **128** | Level 22  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **129** | Level 22  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **130** | Level 22  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **131** | Level 22  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **132** | Level 22  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **133** | Level 22  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **134** | Level 23  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **135** | Level 23  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **136** | Level 23  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **137** | Level 23  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **138** | Level 23  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **139** | Level 23  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **140** | Level 23  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **141** | Level 21  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **142** | Level 24  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **143** | Level 24  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **144** | Level 24  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **145** | Level 24  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **146** | Level 24  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **147** | Level 24  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **148** | Level 25  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **149** | Level 25  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **150** | Level 25  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **151** | Level 25  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **152** | Level 25  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **153** | Level 25  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **154** | Level 25  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **155** | Level 26  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **156** | Level 26  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **157** | Level 26  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **158** | Level 26  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **159** | Level 26  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **160** | Level 26  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **161** | Level 26  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **162** | Level 27  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **163** | Level 27  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **164** | Level 27  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **165** | Level 27  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **166** | Level 27  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **167** | Level 27  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **168** | Level 27  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| **169** | Level 28  Manual Roller Blinds  Site Measure | Accurate site survey. | Per window. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Location as per Norfolk Blinds Markup Plan and BOQ. | Refer to approved Norfolk Blinds Markup Plan and BOQ. | | X | S | W |
| **170** | Level 28  Manual Roller Blinds  Bracket Fixings | Single brackets are secured & are aligned correctly. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Bracket fixings are secure & aligned. | Once secured, brackets will be firmly in place, and unable to be moved by hand. | | X | S | W |
| **171** | Level 28  Manual Roller Blinds  Manufacturing | Fabric cut, blind assembled and tested. | Per blind during manufacture. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | As per NBQA-2000 V2020. | Blinds are manufactured as per NBQA-2000 V2020 and as per **ARC-9400(9) T-Schedule.** | | X | S | W |
| **172** | Level 28  Manual Roller Blinds  Install Procedure | Standard Work for Blind Installation. | Per blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Blind installed as per Standard Work for Blind Installation. | As per ITP procedures for bracket fixings, chain fixings, fabric blemishes and operation. | | X | S | W |
| **173** | Level 28  Manual Roller Blinds  Chain Fixings | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Per Blind during installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Chain tensioner is securely fixed to the frame.  Chain tensioner is fixed off so the chain cannot form a loop greater than 200mm at less than 1600FFL. | Chain tensioner is straight and does not vibrate during operation. | | X | S | W |
| **174** | Level 28  Manual Roller Blinds  Fabric Blemishes | Visual check for fabric defects. Defects include blemishes in fabric weave, holes in fabric or marks/scratches. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero visible defects. | Check blind over for flaws when setting bottom limit. | | X | S | W |
| **175** | Level 28  Manual Roller Blinds  Operation | Operation check to ensure blinds run true and are not obstructed. | Per Blind after installation. | | As per **ARC-9400(9) T-Schedule** and NBQA-2000 V2020. | Zero obstructions or operation restrictions. | Once installed, including chain tensioner fit-off, blind to be run to the top and bottom limits, with no obstruction. | | X | S | W |
| W = Witness Point | | A witness point provides a party (such as the customer, service provider and regulatory authority) with the opportunity to witness the inspection or test an aspect of the work, at their discretion. | | | | | | | | | |
| H = Hold Point | | A hold point defines a point beyond which work may not proceed without the authorisation of a designated service provider or authority. This designated service provider or authority might be an agency or other customer’s representative/authorised person, or a regulatory authority representative, or it may be the service provider inspecting its service provider or worker. | | | | | | | | | |
| H (A) = Inspection/test by authority | | | | S = Surveillance or monitoring by supervisor | | | | X = Self inspection by worker performing the work | | | |

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| **NORFOLK BLINDS REPRESENTATIVE:** | **DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_\_** | **SIGNED:** |