**Stage/**

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| **INSPECTION TEST PLAN AND CHECKLIST** | | | | | | | | | | |
| **Client:** | | Richard Crookes Construction Pty Ltd | | **Work area:** | | | **Checklist Number:** | | | |
| **Job Number:** | | 46694V1 | |  |  |  | 46694V1 | | | |
| **Contract/Project Name:** | | Cambridge Street Epping | |
| **Installer:** | |  |  |
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| **Ref** | **Operation or stage of work** | |  | **Records** | **Requirement/ Standard/ Specification** | **Acceptance Criteria** |  | **Inspection \*what/who** | | |
| **Description** | **Characteristics** |  |  | **Installer** |  | **Client** |
| **Frequency** | **Procedure** | **Install** |
|  |  | **Supervisor** |
| **\*W = Witness Point; H = Hold Point; H(A) = Inspection/Test by Authority; U(C) = Inspection/Test by Consultant; S = Surveillance or monitoring; X = Self inspection by performer of work.** | | | | | | | | | | |
| 1 | Tender and Testing conformance | Review specifications and performance standard requirements for project | Pre-contract | Checklist | Confirm product is tested and designed to required project performance, international or national standards detailed in  specifications at time of tender. | Tested to specification requirements ITP Checklist is relevant to product required |  |  | H |  |
| signing |  |  |  |
| 2 | Preliminary activities | Notification provided of any changes in design or structures that effect products to be used | Before ordering | Checklist | Specification, drawings remain unchanged since tender was accepted and contract signed or new plans and specifications are issued and reviewed, changes are accepted by client | Reviewed and changes do not alter quantities and types of products to be installed | Submit details of changes to client and agree to changes in scope or products to be used |  | H | S |
| (requiring Principal’s | products and |  |
| notification) | beginning |  |
|  | installation |  |
| 3 | Preliminary activities | Approvals required obtained or safety documentation is supplied and induction requirements outlined | Before ordering | Checklist | variations requested if required, SWMS  sent for review and inductions organised. | Change of design or quantities is agreed to and variations issued is SWMS and Induction accepted and conducted | Documents sent and acceptance  confirmed with Client |  | H | W |
| (requiring | products and |  |
| Contractor’s | beginning |  |
| acceptance) | installation |  |
| 4 | pre installation site investigation/measur e up completed confirmed. | Progress of work and condition of the structure is confirmed, visual inspection where required is completed for compatibility and suitability | Before | Checklist | structures match and conditions on site are suitable for installation to begin | Structural and physical characteristics match | Job pack issued to Installer with relevant ITP Checklist included |  | H | S |
| installation |  |

**Inspection/ Test**

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| **Work** | **Items/activities to be verified** | **Reference** | **Initialled/OK** | **Comments** | |
| **Pre-Start/ Installation** | Plans and specifications have been reviewed and are current. Existing ITP  checklists are suitable for project. Contract is signed |  |  |  | |
| SWMS and any other documents have been provided, reviewed and accepted by the client |  |  |  | |
| Variations outlined and agreed, no changes or additions are required, job pack and ITP are included to project file. |  |  |  | |
| Site inspected or reviewed, structural match confirmed with materials ordered, instation surface condition is undamaged and installation ready |  |  |  | |
| **I have carried out all necessary inspections and verify that the above items/activities conform to the contract specification/documents** | | | | **Name: Signature:**  **Date:** |  |
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| **INSPECTION AND TEST PLAN & CHECKLIST for: Installation of RIS Single Sided Handrail only** *(To be completed by the person(s) directly responsible for the work and the installer)* | | | |
| **Client:** | Richard Crookes Construction Pty Ltd | **Work area:** | **Checklist Number:** |
| **Job Number:** | 46694V1 |  | 46694V101 |
| **Contract/Project Name:** | Cambridge Street Epping |
| **Installer:** |  |

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| **INSPECTION TEST PLAN** | | | | | | | | | | |
| **Ref** | **Operation or stage of work** | | **Stage/ Frequency** | **Records** | **Requirement/ Standard/ Specification** | **Acceptance**  **Criteria** | **Inspection/ Test**  **Procedure** | **Inspection \*what/who** | | |
| **Description** | **Characteristics** | **Installer** | **Install**  **Supervisor** | **Client** |
| **\*W = Witness Point; H = Hold Point; H(A) = Inspection/Test by Authority; U(C) = Inspection/Test by Consultant; S = Surveillance or monitoring; X = Self inspection by performer of work.** | | | | | | | | | | |
|  | Access point location(s) | AS1657 J2.2, 5.4.1 & G5 | Prestart installation work | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Labelling of Installation | AS1657 8.2 Labelling of Installation | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Material | AS/NZS 1664.1 & AS/NZS 1664.2 | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Headroom | AS1657 3.1.5 | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Safety below access areas | AS1657 4.5 & 4.6 | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Provision of a barrier | AS1657 5.4.1 | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Stability and structural capacity | AS1657 6.1.1 | On Installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Finished surfaces, height and hand clearance | AS1657 5.6.1, 5.6.2 & 5.6.3 | On installation | Checklist | Standard/Specification | Visual | Measurement | X | S | S |
|  | Documentation to be supplied | AS1657 8.3 | On completion | Checklist | Standard/Specification | Visual | Visual |  | H | S |

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| **CHECKLIST** | | | | |
| **Work** | **Items/activities to be verified** | **Reference** | **Initialled/OK** | **Comments** |
| **Installation (Refer to Installation**  **Instructions)** | Access point location(s) | Systems can be accessed safely by trained persons without the risk of an uncontrolled fall |  |  |
| Material | All materials installed are from tested and pre-fabricated RIS Stock |  |  |
| Obstructions and headroom | Pathways allow 2m of clearance in proximity to the handrail systems installed |  |  |
| Safety below access areas | Kickboards installed to areas that require dropped object protections. Gaps between kickboard and standing surface do not exceed 10mm. |  |  |
| Provision of guard railing | Guard railing extends to the agreed zones and provides effective fall prevention |  |  |
| Structural stability and fixing metal roof mounted systems | Roof materials minimum .42 BMT, 1 Handrail post, 1 Post Brace, Base Support Channel, 12x 4.8mm SS Rivets, 2 x 6mm Aluminimum Rivet, 2 x EPDM Rubber Washer.  Maximum corner post spacing 500mm. Maximum span between posts 1500mm |  |  |

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|  | Structural stability and fixings concrete/steel systems | 1 Handrail post, 1 base spigot, 8x 4.8mm SS Rivets, Maximum corner post spacing 500mm.  Maximum span between posts 1500mm  Mechanical Fixings:  2 x HSA R M12 x 100 20/5, drill bit for 12mm thread = 12mm hole x 2, torque wrench tensioned **EXACTLY** 50Nm Chemical Fixings:  2 x Stainless M12 with minimum 110mm embedment, Drill bit for  12mm thread = 2 x14mm hole, Hilti Chemical Set product code HIT 200 R, Nut is torque wrench tensioned to **EXACTLY** 40Nm Steel Fixings:  2 x M12 stainless steel bolts with nyloc nuts and washers, Drill bit for 12mm thread = 2 x 13mm hole, torque wrench tensioned to 80Nm  Minimum edge distance to fixing steel: 25mm |  | **Nominate the fixing method that you have used on**  **site:** | |
| Structural stability and fixing for handrails, midrail, corners, end caps and kickboard | Joins in Hand and Mid Rails, End caps, Kickboards and Corners have 2 x 4.8mm SS Rivets per side.  Closure bends have 6 x 4.8mm SS Rivets per bend. Handrail bracing is installed at every corner, every 15m for straight runs, at the start and end of each system. |  |  | |
| Finished surfaces, height and hand clearance | Handrail finished surfaces are free from sharp edges, burs and other conditions. Hand clearance between handrails and other adjacent structures is not less than 50mm. |  |  | |
| Site clean up and picture evidence if handover is not possible | Site has been cleared of swarf or other debris installation inspection completed and witnessed by the customers representative. Where a client cannot sign for handover, clear high resolution pictures have been taken of the installed product. |  |  | |
| Systems installation completion action | Fit for use sticker/tag filled in and attached to the handrail, mark with confirmed rating. Entry point signage updated and installed. |  |  | |
| **I have carried out all necessary inspections and verify that the above items/activities conform to the contract specification/documents** | | | | **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Project Completion** | Handover operating and systems documentation issued |  |  | |
| **I have carried out all necessary inspections and verify that the above items/activities conform to the contract specification/documents** | | | **Name: Signature:**  **Date:** |  |
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| **INSPECTION AND TEST PLAN & CHECKLIST for: Installation of RIS Aluminium Platforms** *(To be completed by the person(s) directly responsible for the work and the installer)* | | | |
| **Client:** | Richard Crookes Construction Pty Ltd | **Work area:** | **Checklist Number:** |
| **Job Number:** | 46694V1 |  | 46694V102 |
| **Contract/Project Name:** | Cambridge Street Epping |
| **Installer:** |  |

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| **INSPECTION TEST PLAN** | | | | | | | | | | |
| **Ref** | **Operation or stage of work** | | **Stage/ Frequency** | **Records** | **Requirement/ Standard/ Specification** | **Acceptance**  **Criteria** | **Inspection/ Test**  **Procedure** | **Inspection \*what/who** | | |
| **Description** | **Characteristics** | **Installer** | **Install**  **Supervisor** | **Client** |
| **\*W = Witness Point; H = Hold Point; H(A) = Inspection/Test by Authority; U(C) = Inspection/Test by Consultant; S = Surveillance or monitoring; X = Self inspection by performer of work.** | | | | | | | | | | |
|  | Access point location(s) | AS1657 J2.2, 5.4.1 & G5 | Prestart installation work | Checklist | Standard/Specification | Visual | Measurement |  | S | S |
|  | Labelling of Installation | AS1657 8.2 Labelling of Installation | On Installation | Checklist | Standard/Specification | Visual | Visual | H | S | S |
|  | Material | AS/NZS 1664.1 & AS/NZS 1664.2 | On Installation | Checklist | Standard/Specification | Visual | Visual | H | S | S |
|  | Welding | AS/NZS 1554.1, AS/NZS 1554.6 or AS/NZS 1665 | On Installation | Checklist | Standard/Specification | Visual | Visual | H | S | S |
|  | Headroom | AS1657 3.1.5 | On Installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Level access, change and slip resistance and footing | AS1657 5.1.1, 3.1.4, 3.1.3 & 5.3.3 | On Installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Safety below the platform | AS1657 4.5 & 4.6 | On Installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Provision of barriers to the platform | AS1657 5.4.1 c) I, ii, iii | On Installation | Checklist | Installation Instruction followed | Visual | Measurement | H | S | S |
|  | Stability and structural capacity | AS1657 7.1.2 | On Installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Finished surfaces, height and hand clearance | AS1657 5.6.1, 5.6.2 & 5.6.3 | On Installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Platform Access and Egress | AS1657 7.3.2, 7.3.3.2, 7.3.5 & 7.3.6 | On installation | Checklist | Standard/Specification | Visual | Measurement | H | S | S |
|  | Documentation to be supplied | AS1657 8.3 | On installation | Checklist | Standard/Specification | Visual | Completion  Handover |  | H | H |

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| **CHECKLIST** | | | | |
| **Work** | **Items/activities to be verified** | **Reference** | **Initialled/OK** | **Comments** |
| **Installation (Refer to Installation**  **Instructions)** | Access point location(s) | Systems can be accessed safely by trained persons without the risk of an uncontrolled fall. |  |  |
| Material and off site fabrication | All materials installed are from tested and pre-fabricated RIS Stock. |  |  |
| Obstructions and Headroom | Pathways to and from the ladder allow 2m of head clearance to access the platform. |  |  |

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|  | Level access, change and slip resistance and footing | Platform is within 3 degrees and all walking surfaces are level with the step on and off points to the platform. The maximum gap between the platform and adjacent access ladder is between 50mm and 100mm. |  |  | |
| Safety below the step ladder platform | Toe boarding or infill barrier is applied to areas that require direct access under the platform, other than the entry point where people are exposed to dropped objects. |  |  | |
| Provision of handrails | Handrail and kick boarding are installed to the platform perimeter on all sides other than at entry points and exit points for platforms over 300mm. |  |  | |
| Stability and structural capacity | Platform has been fixed into place following RIS engineer and fixing instruction. |  |  | |
| Finished surfaces, height and hand clearance | Surfaces and finishes are free from sharp edges, burs and other unsafe conditions. 50mm clearance where they meet adjacent structures. |  |  | |
| Site clean up and picture evidence if handover is not possible | Site has been cleared of swarf or other debris installation inspection completed and witnessed by the customers representative. Where a client cannot sign for handover, clear high resolution pictures have been taken of the installed product. |  |  | |
| Systems installation completion action | Fit for use sticker/tag filled in and attached to the system, mark with confirmed rating. Entry point signage updated and installed. |  |  | |
| **I have carried out all necessary inspections and verify that the above items/activities conform to the contract specification/documents** | | | | **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

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| **Project Completion** | Handover operating and systems documentation issued |  |  | |
| **I have carried out all necessary inspections and verify that the above items/activities conform to the contract specification/documents** | | | **Name: Signature:**  **Date:** |  |
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