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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| DISTRIBUTION BOARD |  |  |  |  |  |  |  |  |  |
| DELIVERY CHECK FOR DAMAGE, PAINT FINISH, DIMENSIONS AND DOORS AGAINST APPROVED SHOP DRAWING | 1 | VISUAL CHECK | AS SPEC. |  |  |  |  |  |  |
| LOCATE & FIX INTO POSITION | 2 | CHECK FOR CLEARANCE, CHECK FIXING METHOD | AS/NZS  3000:2007AS SPEC.  ELECTRICAL DRAWINGS |  |  |  |  |  |  |
| INSTALL SUBMAINS CABLING AS APPROPRIATE EG. GLANDS, TRAY, DUCT | 3 | INSTALLED CORRECTLY | AS/NZS  3000:2007 | . |  |  |  |  |  |
| INSTALL LUGS AND TERMINATE | 4 | CHECK LUG SIZES, CHECK CONNECTIONS | AS/NZS  3000:2007 |  |  |  |  |  |  |
| ANY CABLES NOT TERMINATED PRIOR TO ENERGISATION MUST BE REMOVED FROM CUBICLE AT ORIGIN AND HAVE ENDS COVERED IN HEATSHRINK. AT DESTINATION CABLES MUST BE COVERED IN HEATSHRINK AND BE CONTAINED IN A JUNCTION BOX | 5 | CHECK CONNECTIONS BOTH LINE AND LOAD | AS/NZS  3000:2007 |  |  |  |  |  |  |
| CLEAN & VACUUM | 6 | VISUAL CHECK | FREE OF FOREIGN MATERIAL |  |  |  |  |  |  |

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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | JSA/SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| ORGANISE INPECTION BY INSPECTOR. LODGE PRESCRIBED / NON PRESCRIBED (AS APPLICABLE) CERTIFICATE OF ELECTRICAL SAFETY (IF REQUIRED). | 8 | INSPECT | AS/NZS  3000:2007 | COMPLIES |  |  |  |  |  |
| CLEARLY IDENTIFY SERVICES | 9 | VISUAL | CLEARLY VISIBLE | - |  |  |  |  |  |
| WHEN READY TO ENERGISE PROCEED IN ACCORDANCE WITH ENERGISATION PROCEDURE |  |  |  |  |  |  |  |  |  |
| ENERGIZE & RECORD RESULTS ON ITP 116 | 10 | TEST | AS/NZS  3000:2007 | COMPLIES |  |  |  |  |  |
| CHECK SWITCHBOARD AS INSTALLED MATCHES SHOP DRAWING. IF NECCESARY MODIFY SHOP DRAWING TO MATCH INSTALLED & RETURN TO OFFICE | 11 | VISUAL CHECK | SHOP DRAWING | COMPLIES |  |  |  |  |  |
| CLEAN SWITCHBOARD CUPBOARD | 12 | VISUAL CHECK | CLEAN & TIDY | COMPLIES |  |  |  |  |  |