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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| DELIVERY CHECK FOR DAMAGE AND CORRECT QUANTITIES | 1 | VISUAL | AS PER ORDER/ DRAWING NO. DAMAGE | COMPLIES |  |  |  |  |  |
| LOCATIONS CO ORDINATE WITH OTHER SERVICES | 2 | ENSURE NO CONFLICT WITH OTHER SERVICES ON SITE | ADEQUATE CLEARANCE | COMPLIES |  |  |  |  |  |
| MARKING OUT IF REQUIRED - REFER TO REFLECTED CEILING PLAN FOR SET OUT | 3 | ENSURE CORRECT CUT OUT SIZE | MANUFACT. DIMENSIONS | FITS TO NEW CEILING |  |  |  |  |  |
| PLUG IN OR FIT OFF LIGHT / PLUG BASE | 4 | CHECK CONNECTIONS | RE SPEC. | COMPLIES |  |  |  |  |  |
| INSTALL LIGHT FITTING | 5 | CHECK TYPE | ELEC DRWG | CORRECT TYPE |  |  |  |  |  |
| INSTALL LAMPS AND DIFFUSER | 6 | DO NOT TOUCH DIFFUSER | RE SPEC. | COMPLIES |  |  |  |  |  |
| CLEAN FITTING, LAMP DIFFUSER | 7 | VISUAL | CLEAN & WORKING | COMPLIES |  |  |  |  |  |