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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 |  |  |  |  |  |
| Note – THE SEQUENCE OF STEPS 4 & 5 MAY ALTER, DEPENDANT ON THE LIGHT. | | | | | | | | | |
| MARKING OUT (IF REQUIRED)- REFER TO REFLECTED CEILING PLAN FOR LOCATIONS | 3 | ENSURE CORRECT CUT OUT SIZE | MANUFACT. DIMENSIONS. | FITS WITH NO GAPS |  |  |  |  |  |
| PLUG IN OR FIT OFF LIGHT  FIT-OFF DATA CABLE IF APPLICABLE | 4 | CHECK CONNECTIONS | MANUFACTURERS SPEC. | COMPLIES |  |  |  |  |  |
| NUMBER AND INSTALL LIGHT FITTING AND AS BUILT DRAWING | 5 | CHECK TYPE | ELEC. DRWGS | CORRECT TYPE |  |  |  |  |  |
| INSTALL LAMP & DIFFUSER AND CLEAN FITTING | 6 | CHECK CORRECT TYPE, EXIT ARROW DIRECTIONS | DRAWINGS | COMPLIES |  |  |  |  |  |

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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS/RESULTS |
| MARK UP LIGHTING DRAWING, DATA LOOP INCLUDED, NUMBERING ALL EXIT AND EMERGENCY LIGHTS (IF APPLICABLE) | 7 | DRAWINGS MARKED UP |  | COMPLETE |  |  |  |  |  |
| RECORD INFORMATION ON DATABASE SHEET | 8 | RECORD ON ITP 114 |  | COMPLETE |  |  |  |  |  |
| COMPLETE LOG BOOK AND RECORD RESULTS IF APPLICABLE | 9 | CHECK | AS 2293-1 | COMPLETE |  |  |  |  |  |