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|  | | | | | Job Name:  Drawing No. Rev No. Job No.  If ITP for part of the drawing describe here: | PROCEDURE COMPLETED  Signature  *VAST Personnel* Date: |
| **ELECTRICAL SERVICES INSPECTION AND TEST PLAN** | | | | |
| Prepared By: QM Team | ITP No.  28 | Revision No. 1 Date:  26/02/25 | Page 1 of 1 | Site Issue No. | ITP COMPLETED/RECEIVED  Signed:  *Customer’s Representative (where applicable)*  Date: |
| **DE-COMMISSION ELECTRICAL EQUIPMENT** | | | | |

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| ACTIVITY DESCRIPTION | STEP | INSPECTION FUNCTION | APPLICABLE STANDARD | ACCEPTANCE CRITERIA | SWMS | VAST INSPECTION | SIGNATURE | DATE | RECORDS/ REMARKS RESULTS |
| Determine what the Electrical Equipment is controlling and confirm what action is required before Equipment can be de-Commissioned. | 1 | VISUAL  DUAL SIGN OFF |  | COMPLIES |  |  |  |  |  |
| **BUILDER INSPECTION**  De-commission form (RISC Form) issued to builder, 48hours notice to be given  Sign off builders checklist  Safety Committee Inspection  Final approval to be given by builder | 2 | FORM TO BE COMPLETED |  | COMPLIES |  |  |  |  |  |
| Perform voltage test to ensure power supply has been isolated  Disconnect supply cables  Fire sealing of penetrations | 3 | TESTING  SEALING |  |  |  |  |  |  |  |
| Remove Electrical Equipment | 4 | VISUAL |  | COMPLIES |  |  |  |  |  |
| Update any Switch board registers and labelling | 5 | SIGN OFF |  | COMPLIES |  |  |  |  |  |

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| **SYMBOLS AND ABBREVIATIONS**  H (HOLD POINT) = No further activity can proceed until approval is received from nominated organisation or person.  W (WITNESS POINT) = The signature of another employee other than the person doing the work or person nominated verifying that the work has been completed to the acceptance criteria. X (SUB CONTRACTOR) = An organisation that provides a product/service to VAST  E (EMPLOYEE) = Employee doing the work inspects their own work to ensure that it is completed to the standard stated in the acceptance criteria and signs and dates the signature box. F (FOREMAN) = Foreman in charge inspects the work to ensure that it is completed to the standard stated in the acceptance criteria and signs and dates the signature box. | | | |
| Authority: David Cosca | Issue Date: 30/04/2018 |  | Revision No. 1 |

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