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	<b>Project Inspection, Testing &amp; Commissioning Procedure</b>	Document Ref: PD-PRO-04

## **OBJECTIVE**

To outline the procedure by which work-in-progress inspection and testing are carried out during installation process.

## **SCOPE**

This procedure shall apply for M&E projects.

## **REFERENCES**

ISO 9001:2015 Clause 8.5.1

## **DEFINITIONS**

Inspection & Test Plan - A document defining the receiving, in-process and final inspection and tests to be conducted for a project to ensure compliance to contract requirements, specifications and drawings.

Issue No.: 1	Revision No.: 0	Document Effective Date: 01 Mar 2017
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Activity	Responsibility	References
<p>Start</p> <p>To facilitate the inspection and testing of Work-In-Progress, where required, prepare the Inspection and Test Plan as per format to meet project specific requirements at Pre-Project &amp; Planning stage. Include I&amp;TP in the PQP as per procedure</p> <p>Appoint a competent person to carry out testing on installation works.</p> <p>Carry out inspection as per scope of contract and Inspection &amp; Test Plan. Inspection &amp; testing details are described in the Inspection &amp; Test Plan and relevant method statements</p> <p>For inspection, record inspection in relevant works inspection checklists accordingly. For Testing, prepare or obtain testing &amp; commissioning report for tests performed</p> <p>2</p> <p>Ensure the inspection and test status as per IMP-PRO-08 is clearly identified on works inspection checklist, testing &amp; commissioning report as per procedure</p> <p>Are all works acceptable ?</p> <p>No</p> <p>3</p> <p>Yes</p> <p>Upon completion of inspection / testing, request the customer representative to witness or inspect the works done</p> <p>Maintain Works Inspection Checklists and Testing &amp; Commissioning Report as per CFI</p> <p>End</p>	<p>PM</p> <p>PM</p> <p>Competent Person</p> <p>Competent Person</p> <p>PM/Competent Person</p> <p>Project Executive Project Coordinator</p> <p>Project Executive Project Coordinator</p>	<p>Inspection and Test Plan (I&amp;TP)</p> <p>Inspection and Test Plan (I&amp;TP)</p> <p>Works Inspection Checklist Testing &amp; Commissioning Report</p> <p>Works Inspection Checklist Testing &amp; Commissioning Report</p> <p>CFI Works Inspection Checklist Testing &amp; Commissioning Report</p>

Activity	Responsibility	References
<pre> graph TD     3((3)) --&gt; A[If required, adopt non-conformance procedure]     A --&gt; B[Liaise with relevant sub-contractor to carry out remedial work.]     B --&gt; C[Carry out re-inspection or testing on repairs or remedial works.]     C --&gt; D[Record in relevant works inspection checklist or obtain testing and commissioning report accordingly.]     D --&gt; 2((2))           </pre>	<p>PM Project Executive Site Supervisor</p> <p>Project Coordinator Site Supervisor</p> <p>Project Executive Project Coordinator</p> <p>Project Executive Project Coordinator</p>	<p>Works Inspection checklists Testing &amp; Commissioning Report</p>