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| 1. ***All ITR documents to be completed & witnessed by competent person/s.***
2. ***Compliance to be achieved to contract requirements and all latest versions of applicable standards.***
 |
| **1. REFERENCE INFORMATION** |
| **INSPECTION DATA** | **ASSET DATA** |
| PROJECT NAME: | MANUFACTURER: |
| LOCATION: | MF SERIAL NO: |
| INSPECTION DATE: | WC FLER / TAG NO: |
| INSPECTOR NAME: | TYPE / MODEL NO / SIZE: |
| PROJECT / CONTRACT NO: | DESIGN CRITERIA:SPS 200 – Air Valves for Water SupplySPS 201 – Air Valves for Sewerage |
| ATTENDEES: |

| **2. INSPECTION** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
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| ***GENERAL*** |
| 1 | Locate and verify that name plate details match valve specification. | [ ]  | [ ]  | [ ]  |  |
| 2 | Confirm valve type is correct as specified for purpose intended and expected media. | [ ]  | [ ]  | [ ]  | Air Release Only / Vacuum Release Only / CombinationWater / Sewerage |
| 3 | Confirm if O&M Manuals have been provided (hardcopy / softcopy) | [ ]  | [ ]  | [ ]  | Hardcopy / softcopy? (please circle) |
| 4 | Confirm that any special tools required to operate the valve have been provided if ordered from the Manufacturer. | [ ]  | [ ]  | [ ]  |  |
| 5 | Check that flange faces or threaded connections are clean and are free from any defects resulting from corrosion or any other causes. | [ ]  | [ ]  | [ ]  |  |
| 6 | Inspect valve to ensure equipment is adequately clean. | [ ]  | [ ]  | [ ]  |  |
| ***MATERIALS AND ARRANGEMENT*** |
| 7 | Verify construction materials with name plate, specifications, SPS and relevant drawings.  | [ ]  | [ ]  | [ ]  |  |
| 8 | Measure and verify correct length/height with Manufacturer dimensions or general arrangement drawing(s). | [ ]  | [ ]  | [ ]  | Length:Checked against: MF Dimensions / G.A. Dwg |
| 9 | Confirm threaded or flanged connection details on name plate match specifications and SPS requirements. | [ ]  | [ ]  | [ ]  | Thread Connection Std/Size: Flange Standard:Flange Type:Flange Size:Flange Class: |
| 10 | Measure pitch circle diameter of flange and verify with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | PCD: |
| 11 | Count number of bolt holes and measure bolt hole diameters. Verify number and diameter lengths with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | No.: Dia: |
| 12 | Does the valve have a suitable drain valve / plug. | [ ]  | [ ]  | [ ]  |  |
| 13 | For air release valve does the valve have a venting regulating valve to allow throttling of air release. | [ ]  | [ ]  | [ ]  |  |
| 14 | For combination valves (air release/vacuum relief) is the secondary valve secure. | [ ]  | [ ]  | [ ]  |  |

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| **3. TESTING** | **PASS** | **FAIL** | **N/A** | **COMMENTS / DETAILS** |
| 1 | BODY STRENGTH TEST Confirm correct procedure according to specification SPS 200/201-AS 4956 has been followed and acceptance criteria has been met. Note for plastic bodied valves test pressure to be 2 x AOP.  | [ ]  | [ ]  | [ ]  | Attach certificates to this factory verification. Note there shall be an individual certificate for each valve. |
| 2 | SEAL TESTConfirm correct procedure according to specification SPS 200/201-AS 4956 has been followed and acceptance criteria has been met. | [ ]  | [ ]  | [ ]  | Attach certificates to this factory verification. Note there shall be an individual certificate for each valve. |
| 3 | SEALING SENSITIVITY TEST Confirm correct procedure according to specification SPS 200/201-AS 4956 has been followed and acceptance criteria has been met. | [ ]  | [ ]  | [ ]  | Attach certificates to this factory verification. Note there shall be an individual certificate for each valve. |

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| **4. REMARKS / REMEDIAL / FOLLOW UP ACTIONS** | **ACTION BY** | **TARGET DATE** | **STATUS** |
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| **5. SIGNOFFS** |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |