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**Inspection and Handover Check List**

	<b>Question</b>	<b>Actions</b>
<b>1</b>	Is the damper the correct type?	Confirm the damper is the correct type for the application.
<b>2</b>	Has the damper been correctly identified?	Clearly indicate any unique system identification or plant item number on the damper or agreed location.
<b>3</b>	Is the damper located correctly?	Check the damper location dimensionally against the installation drawings / details.
<b>4</b>	Is the damper fitted in the correct orientation?	Check if the damper mechanism orientation is correct according to the installation drawings / details.
<b>5</b>	Have both the damper and adjacent ductwork been installed and supported in accordance with the approved method?	Check the installation / support against the installation drawings / details.
<b>6</b>	Is access to the damper unobstructed? Is the operating mechanism accessible?	Provide unobstructed space for safe access to the damper, also through ceiling voids and adjacent services.
<b>7</b>	Has the space around the damper, and within the penetration, been left clear and not been used for the passage of other services?	The presence of other services will invalidate the installation method.
<b>8</b>	Has the damper mechanism been released to simulate operation of the thermal release?	Ensure blade operation is free from interference.
<b>9</b>	Has the damper been checked for internal cleanliness and freedom from damage? Are vertical casings in particular free from debris?	With the damper in the closed position inspect for damage.
<b>10</b>	Has the damper blade been re-set to open position and the access panel closed?	After re-setting the damper blade, check position shown on blade position indicator is correct.
<b>11</b>	Is the fire barrier and penetration seal complete?	Record on the handover register if any following trades have still to complete their activities.
<b>12</b>	Is the damper installation completed and available for handover prior to system commissioning?	Obtain relevant acceptance of the damper installation from the CDM coordinator (or nominated responsible).
<b>13</b>	Is the completed handover register cross-referenced back to the identification codes listed in the system designer's damper schedule?	

Project:	
Damper type:	
Damper System ID:	
Location:	
Installer company:	
Installer name:	
Hereby verified that the damper detailed above has been installed and tested according to the manufacturer's recommendations.	
Date:	
Signature:	