Installation Work Package

|  |  |  |  |
| --- | --- | --- | --- |
| **{Insert Project Name}** | | | |
| **{Insert Package Title (If more than one package is required)}** | | | |
| I&T Plan No. | **{Insert.}** | Installation Work Package(IWP) No. | **{Insert}** |

|  |  |
| --- | --- |
| Prepared By: Commissioning Engineer | {Insert Name} |
| Date: | {Insert Date} |

|  |
| --- |
| Reviewed and Approved By: |
| **See Authorisation of Installation Work Package Page 3** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of issue | {Insert Date} | Revision: | {Insert Rev No} | Copy Number: | {Insert Copy #} |

|  |  |
| --- | --- |
| Volume | **{Insert} of {Insert}** |

Authorisation of Installation Work Package

|  |  |
| --- | --- |
| Project | {Insert Project Name} |

|  |  |
| --- | --- |
| Stage |  |

|  |  |
| --- | --- |
| Inspection and Testing Plan  Reference No. |  |

|  |  |
| --- | --- |
| Work Package No. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **This INSTALLATION WORK PACKAGE is approved for use by:**  **Commissioning Engineer**   |  |  |  |  | | --- | --- | --- | --- | | Name |  | | | | Signature |  | Date |  |   **Regional signalling representative (Approved in principle)**   |  |  |  |  | | --- | --- | --- | --- | | Name |  | | | | Signature |  | Date |  | |

Register of Working Documents

Register of Construction Copies of Working Drawings

| Project | {Insert Project Name} | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Document No. | | | Type | Document Description | Date/Revision | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
|  | | |  |  |  | |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Signal Sighting Forms**

(Copies of all forms listed below are enclosed)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | |
| Signal No. | | | Location | | Date |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
|  | | |  | |  |
| Checked By | | | | | |
| Name | | {Insert Name} | | | |
| Position | | {Insert Position Title} | | | |
| Signature | |  | | Date: | {dd/mm/yy} |

**Register of Detailed Site Survey Plans**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | | |
| Location Area | | | No. of Sheets | Revision | | Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Site Installation Drawings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |
| All “As Installed” copies of above documents have been included in the Handover Documentation Package | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Equipment and Operating Manuals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |
| All “As Installed” copies of above documents have been included in the Handover Documentation Package | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Test Copies of Working Drawings**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Control Systems Release Package**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

Register of Quality Assurance Documentation

**Register of Quality Assurance Documents**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project: | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

**Register of Installation Work Package Documents for Version Control**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project: | {Insert Project Name} | | | | | |
| Document Description | | | Revision & Issue Date | | | Current  Yes/No |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
|  | | |  | | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | Date: | {dd/mm/yy} | |

Type Approvals

Accreditation/Competency Certificates

Pre-Installation Test Certificates

**Register of Pre-Installation Test Certificates**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project: | {Insert Project Name} | | | | | |
| Document No. | | | Type | Document Description | | Revision/Date |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
|  | | |  |  | |  |
| Checked By | | | | | | |
| Name | | {Insert Name} | | | | |
| Position | | {Insert Position Title} | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} |

Installation Inspection and Testing Log

**Installation Inspection and Testing Log**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project: | {Insert Project Name} | | | | | | | | |
| Line/Item No. | | | Date/Time | Team | Reported By | Report | | | Action |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
|  | | |  |  |  |  | | |  |
| Checked By | | | | | | | | | |
| Name | | {Insert Name} | | | | | Position | {Insert Position Title} | |
| Signature | |  | | | | | Date: | {dd/mm/yy} | |

**Installation Inspection and Testing Report**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location: |  | | Task:  (Tick applicable task) | Apparatus Inspection | Megger Test | | Bell Test | Function Test | |
| Project: | {Insert Project Name} | | | | | | | | |
| Date | Equipment/Circuit ID | Serial No. | Defect/Omission/Observation | | | Remark/Action | | | Complete |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |
|  |  |  |  | | |  | | |  |

Register of Installation Work Instructions

**Register of Installation Work Instructions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project: | {Insert Project Name} | | | | | |
| WI No. | Team No. | Location/Work Activity | Issuing Officer Initial | Issued  Date/Time | Completed  Date/Time | Checked  Date/Time |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Prepared Installation Work Instructions

**Installation Work Instruction**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | No. | {Insert} | |
| Sheet | {x of y} | |
| Project: | |  | | | | Stage: |  | |
| Shift Time | |  | | to |  | Date: |  | |
| Team Leader: | |  | | | | Team No: |  | |
| Authorising Officer: | |  | | | | Date: |  | |
| Activity: | |  | | | | | | |
| Standards/Procedures/Drawings: | | | | | | | | |
|  | | | | | | | | |
| Activity No. | Task No. | | Work Description | | | | | Time Completed |
|  |  | |  | | | | |  |

(See over for completion of Work Instruction)

(Work Instruction No. Continued)

**Work Not Completed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Act | Task | Details | Transferred | |
|  |  |  | Log Line Item | WI No. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work Status Statement | | | Received/Checked/Action Statement | | |
| The Work described above has been performed and recorded in accordance with the specified standard | | |  | | |
| Name |  | | Name: |  | |
| Position |  | | Position |  | |
| Signature | | Date | Signature | | Date |
|  | |  |  | |  |

Issued Work Instructions

Completed Work Instructions

Installation Inspection and Testing Status Certificate

|  |  |
| --- | --- |
| Project |  |

|  |  |
| --- | --- |
| Stage |  |

|  |  |
| --- | --- |
| Inspection and Testing Plan  Reference No. |  |

|  |  |
| --- | --- |
| Work Package No. |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFER ATTACHED PAGE No** | | | | | | | | |
| (a) | Installation Work Instructions Uncompleted Tasks | | YES | NO | | | | |
| (b) | Log Uncompleted Actions | | YES | NO | | | | |
| (c) | Approved Variations to Inspection and Testing Plan | | YES | NO | | | | |
| (d) | Approved Variations to Standards or Procedures | | YES | NO | | | | |
| The installation inspection and testing activities listed on the above referenced Inspection and Testing Plan for this stage of the Project have been completed in accordance with the applicable Standards and Procedures as certified in this Installation Work Package with the exception of those items detailed above and included on the following pages.  All uncompleted Tasks and Actions have been transferred to the applicable Commissioning Work Package as detailed on this Certificate.  The installation inspection and testing as detailed above has been completed and is satisfactory. | | | | | | | | |
| Commissioning Engineer | | | | | | | | |
| Name | | {Insert Name} | | | | | | |
| Signature | |  | | | Date: | {dd/mm/yy} | | |
| PAGE | | | | | |  | OF |  |

**Installation Work Instruction Uncompleted Tasks**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project |  | | Stage: | | | |  | | |
| Inspection and Testing Plan Reference No. |  | | Work Package No. | | | |  | | |
| Log Line Item No./  Work Instruction No. | | Uncompleted Tasks/Actions | | Transferred To Work Package | | | | | |
| Work Package No. | | Work Instruction  No. | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
|  | |  | |  | |  | | | |
| PAGE | | | | |  | | | OF |  |

**Approved Variations to Inspection and Testing Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project |  | Stage: | |  | | |
| Inspection and Testing Plan Reference No. |  | Work Package No. | |  | | |
| Variation | | | Approved By | | | |
|  | | |  | | | |
| PAGE | | |  | | OF |  |

**Approved Variations to Standards or Procedures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project |  | Stage: | |  | | |
| Inspection and Testing Plan Reference No. |  | Work Package No. | |  | | |
| Variation | | | Approved By | | | |
|  | | |  | | | |
| PAGE | | |  | | OF |  |

Transmittals