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| Checklist for Approval in Principle  |
| Private Hospitals and Day Procedure Centres |

# Checklist for AIP site inspection

This Checklist has been prepared to assist facilities identify information required by the Department of Health and Human Services (the department) prior to undertaking an AIP site inspection of the completed works. The Checklist is to be returned to the department **24 hours** prior to the scheduled inspection.

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| Facility name: |  |
| AIP number and project details: |  |
| Date of AIP inspection: |  |

Please complete the following checklist by placing an X in the relevant box and provide comments outlining reasons when document is not supplied.

|  | Item | Yes | No | N/A | Comments |
| --- | --- | --- | --- | --- | --- |
| 1 | Occupancy Permit or Certificate of Final Inspection |  |  |  |  |
| **2** | **Fire Suppression Systems** |
| 2a | Certificate of Compliance Fire Sprinkler Systems |  |  |  |  |
| 2b | Certificate of Compliance Hydrant System  |  |  |  |  |
| 2c | Certificate of compliance Fire hose reel system |  |  |  |  |
| 2d | Certificate of compliance fire extinguishers / fire blankets |  |  |  |  |
|  **3** | **Fire Detection and Warning Systems** |
| 3a | Certificate of Compliance Smoke and heat detections |  |  |  |  |
| 3b | Certificate of compliance – EWIS and alarm system |  |  |  |  |
| **4** | **Passive fire systems** |
| 4a | Certificate of Compliance fire door set |  |  |  |  |
| 4b | Certificate of compliance passive fire systems – fire/smoke walls, collars, seals etc |  |  |  |  |
| **5** | **Mechanical services - hvac** |
| 5a | Certificate of Compliance Mechanical Services |  |  |  |  |
| 5b | Air balance test report, hepa filters certification |  |  |  |  |
| 5c | Certificate of Compliance for humidity monitoring |  |  |  |  |
| **6** | **Medical gases** |
| 6a | Medical Gas Certification and Test results |  |  |  |  |
| 6b | Anesthetist certification |  |  |  |  |
| **7** | **Hydraulics** |
| 7a | Plumbing Certificate of Compliance - Drainage and Sewer + General Plumbing  |  |  |  |  |
| 7b | Plumbing Certificate of Compliance - General Plumbing ( domestic water) |  |  |  |  |
| 7c | Plumbing Certificate of Compliance - RO water |  |  |  |  |
| 7d | Plumbing Certificate of Compliance - recycled water |  |  |  |  |
| **8** | **Electrical services** |
|  | Certificate of Electrical Safety General Electrical Works |  |  |  |  |
|  | Certificate of Electrical Safety for Prescribed Electrical Work (body and/or cardiac protected areas) |  |  |  |  |
|  | Certificate of Electrical Safety Exit and Emergency Lights |  |  |  |  |
|  | Certificate of Commissioning – Nurse Call system |  |  |  |  |
|  | Certificate of electrical safety –Emergency power  |  |  |  |  |
|  | Certificate of electrical safety UPS  |  |  |  |  |
| **9** | **Finishes** |
| 9a | Glazing compliance certificate |  |  |  |  |
| 9b | Floor / wall finishes Test Reports  |  |  |  |  |
| 20 | Other (please specify) |  |  |  |  |
| 21 | Other (please specify) |  |  |  |  |

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