



Client:	Project Name:	Project No:
Area:	Drawing No's:	Date:
Check Conducted By:	Signature:	Check Approved By:
		Signature:

INSPECTION CHECKLIST FOR: DUCTWORK INSULATION

The below checks are to be completed by the Mechanical Contractor prior to start-up of fan or FCU system

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY			
				ACCEPTABLE:	DATE:	COMMENTS:	
<u>Quality Control</u>							
1	Insulation material approved for use	Yes	No	Yes	No		
2	Fixing methods of insulation approved for installation	Yes	No	Yes	No		
3	All insulation not being used is correctly stored	Yes	No	Yes	No		
<u>Installation</u>							
4	Drawings on site are the latest issue	Yes	No	Yes	No		
5	Duct work to be insulated is free of damage	Yes	No	Yes	No		
6	Confirm duct work is free from rust, debris is dry and is free from damage prior to commencing insulation installation	Yes	No	Yes	No		
7	Confirm insulation arranged so that it can be readily removed and refitted for serviceable items	Yes	No	Yes	No		
8	Confirm access doors are insulated to match the adjacent thermal/acoustic insulation standard	Yes	No	Yes	No		
9	Confirm >300mm overlap of insulation from internal and external insulation on the same duct to avoid a thermal gap	Yes	No	Yes	No		
10	Confirm duct tape used >70mm wide and applied to	Yes	No	Yes	No		

	dry duct free surfaces with an overlap of tape to ensure a continuous vapour barrier on the insulation						
11	Confirm where pins with speed clips are used that any excess length of pins are cut off	Yes	No	Yes	No		
16	Mark alterations, sizes and location on As Built drawings for record purposes	Yes	No	Yes	No		

ADDITIONAL COMMENTS:
