# Inspection Record for Air Diffusing Equipment

**Record No.: ———**

**Client:** ———  
**Subcontractor:** ———

**Project No.:** ———  
**Subcontract P.O. No.:** ———

**Project Name:** ———  
**System designation:** ———

**Reference Document:** BN-G-Y014, 14.2.4

## Items to inspect

<table>
<thead>
<tr>
<th></th>
<th>Subcontract</th>
<th>Company</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>inspected initials/date</td>
<td>Hold Point</td>
<td>inspected* initials/date</td>
</tr>
<tr>
<td>1.0</td>
<td>Check nameplate details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.0</td>
<td>Check cleanliness, clean as necessary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3.0 | Check surface protection  
   (galvanizing, special paint etc.) |   |   |
| 4.0 | Check components with respect to airflow |   |   |
| 5.0 | Check following for completeness, conformity,  
   air tightness, accessibility, mounting, fixing and  
   functioning: |   |   |
| 5.1 | Air supply outlets |   |   |
| 5.2 | Return/exhaust air inlet |   |   |
| 5.3 | Transfer grilles |   |   |
| 5.4 | Weather resistant louvers |   |   |
| 5.5 | Acoustic louvers |   |   |
| 5.6 | Air handling lighting fittings |   |   |

**H - Company's presence is mandatory for all activities in section.**

**b - Company's presence is mandatory.**

**Attachments, No. of pages:**

**Accepted for Subcontractor**  
**Name:** ———  
**Signature:** ———  
**Date:** ———

**Accepted for Company**  
**Name:** ———  
**Signature:** ———  
**Date:** ———

**Accepted for Client**  
**Name:** ———  
**Signature:** ———  
**Date:** ———

*Company only initials for holdpoint*