

Minimum Documentation Required

Document Name *If required	Construction	Operation	Handover and Contract Conclusion
Construction Plans	Y		
Contact Schedule	Y	Y	Y
Design Development Report	Y		
Detailed Design Study of the Mounting Structure incl. calculation sheets	Y		
Fire Detection Design	Y		
Fire Detection Spare Parts	Y	Y	
Fire Water Design			Y
Fire Water Spare Parts			Y
Hazard Identification and Risk Assessment (HIRA)	Y	Y	Y
Health and Safety Plan		Y	Y
HVAC Design		Y	
HVAC Spare Parts	Y		
Loop Calculations - Fire Detection	Y		
Material datasheets for Equipment	Y	Y	Y
Meeting Administration like Minutes etc.		Y	Y
Method Statement			Y
Minimum inventory list			Y
Operational Plans			Y
Photo Progress Reports			Y
Plumbing Design			Y
Plumbing Spare Parts		Y	
Progress Progress Reports		Y	
Project Management Plan		Y	
Risk Response Plan		Y	
Safety		Y	
Stakeholder Meeting		Y	
The Contract Documentation		Y	
<u>Applications and Approvals listed but not limited to and where applicable</u>			
Council	Y		
*Civil Aviation Authority (CAA)	Y		
ACSA Permit - Hot Works	Y		
ACSA Permit - Safety File	Y		
Any Other Regulatory (BY-laws)	Y		
Department of Transport	Y		
Design Stage Approval	Y		
Environmental Impact Assessment (EIA)	Y		
ESKOM	Y	Y	
Municipal - Approval	Y	Y	
Municipal - Building Permit	Y		
Municipal - Excavation Permit	Y		
Traffic Impact Assessment (TIA)	Y		
<u>Drawings, Layouts listed but not limited to and where applicable</u>			
As Build Drawings	Y		
Assembly plans and drawing sections of Equipment	Y		
Building Layouts and Drawings (formats .pdf .dwg risa)	Y		
Design Drawings	Y		
Electrical Layouts and Drawings (formats .pdf .dwg risa)	Y		
Fire Detection System (formats .pdf .dwg risa)	Y		

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Fire Water System (formats .pdf .dwg risa)	Y		
HVAC System (formats .pdf .dwg risa)	Y		
IT Cabling Layouts and Drawings (formats .pdf .dwg risa)	Y		
Mechanical Layouts and Drawings (formats .pdf .dwg risa)	Y		
Piping and Instrumentation Diagrams (formats .pdf .dwg risa)	Y		
Rough Sketches	Y		
Shop Drawings	Y		
<u>Manuals listed but not limited to and where applicable</u>			
O & M Manual - Plumbing Design			Y
Installation methodology for Equipment			Y
O & M Manual - Fire Detection Design			Y
O & M Manual - Fire Water Design			Y
O & M Manual - HVAC Design			Y
<u>Specifications listed but not limited to and where applicable</u>			
For Equipment			Y
For Safe Operation			Y
<u>Commissioning and Testing listed but not limited to and where applicable</u>			
Test protocols of the Pull-out tests			Y
Completion Test for compliance to Grid Code Compliance (national and local grid code compliance)			Y
Factory Acceptance Certificates for Equipment			Y
Fire Detection Water Pressure Test Results			Y
Fire Water: Water Pressure Test Results			Y
HVAC Ambient Average Temperature for Heating/Cooling Test Results			Y
HVAC Electrical Levels Test Results			Y
HVAC Noise Levels Test Results			Y
HVAC Pitout Tube Readings to Confirm Total Air Flows Test Results			Y
HVAC Refrigeration Piping Pressure Test Results			Y
HVAC Refrigeration Piping Vacuum Test Results			Y
HVAC Ventilation for Extraction Test Results			Y
HVAC Ventilation for Fresh Air Test Results			Y
IEC 62446 Phase 1: Provisional Acceptance Test for confirmation that the performance ratio of the plant and design quality, construction and correction operation supervised by an Independent Technical Advisor			Y
IEC 62446 Phase 2: Intermediate Acceptance Test for Performance and Availability Verification - 1 year in			Y
IEC 62446 Phase 3: Final Acceptance Test performed 2 years after Provisional Acceptance Test			Y
Mechanical Completion Test for correlation between design and as-built			Y
Plumbing Water Pressure Test Results			Y
Torque tightening verification values			Y
<u>Training listed but not limited to and where applicable</u>			
Training records - Attendance register, Certificates		Y	Y
Fire Detection Training Certificates		Y	Y

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Fire Water Training Certificates		Y	Y
HVAC Training Certificates		Y	Y
Plumbing Training Certificates		Y	Y
Training material		Y	Y
<u>Certificates listed but not limited to and where applicable</u>			
Solar Plant Equipment Certificates	Y		Y
Compliance Certificate - Fire Detection Mechanical Engineer SANS form 4	Y		Y
Compliance Certificate - Fire Detection SANS 10139	Y		Y
Compliance Certificate - Fire Detection SAQCC	Y		Y
Compliance Certificate - Fire Water ASIB	Y		Y
Compliance Certificate - Fire Water Mechanical Engineer SANS form 4	Y		Y
Compliance Certificate - Fire Water SANS 10139	Y		Y
Compliance Certificate - Fire Water SAQCC	Y		Y
Compliance Certificate - HVAC Electrical	Y		Y
Compliance Certificate - HVAC Mechanical Engineer SANS form 4	Y		Y
Compliance Certificate - HVAC Refrigeration SAQCC	Y		Y
Compliance Certificate - Mechanical Engineer SANS form 4	Y		Y
Compliance Certificate - Plumbing SAQCC	Y		Y