



Holdings Pty Ltd

REQUEST FOR TENDER

CONTRACTOR WORK PACKAGES

SHEPI – AIR CONDITIONING & ENERGY EFFICIENCY WORKS

DOCUMENT 07

QUALITY, EVIDENCE & PROPERTY CLOSE-OUT REQUIREMENTS

Issued by ATIZ Group Procurement

This document forms part of ATIZ's contractor procurement package for the SHEPI Air Conditioning and Energy Efficiency Works.

Tender Reference: ATIZ-SHEPI-010

Document Control

Item	Details
Document	Document 07 – Quality, Evidence & Property Close-Out Requirements
Issued By	ATIZ Holdings Pty Ltd – Procurement
Project	SHEPI – Air Conditioning & Energy Efficiency Works
Project Client	Aboriginal Housing Office (AHO)
Tender Reference	ATIZ-SHEPI-010

1. Purpose

This document defines ATIZ's minimum quality-management, inspection, evidence and property close-out requirements.

2. Quality Management

- Maintain a quality-management system appropriate to the allocated works.
- Provide a project Quality Plan where requested by ATIZ, including applicable procedures, responsibilities, inspection regime, document control and audit schedule.
- Prepare and implement Inspection and Test Plans (ITPs) and associated checklists for applicable work.
- Do not commence work subject to an ITP until the required ATIZ documentation has been accepted for use.

3. Hold Points, Witness Points and Surveillance

Control	Requirement
Hold Point	Do not proceed beyond an ATIZ-notified Hold Point without written release/endorsement.
Witness Point	Give ATIZ the notice specified in the ITP; work may proceed if ATIZ elects not to attend unless otherwise directed.
Surveillance	ATIZ may inspect any stage of the work without relieving the contractor of responsibility.
Notice	Unless ATIZ states otherwise, provide at least 24 hours notice for planned Hold/Witness points.

4. Property Quality Sequence

Stage	Minimum Requirement
Pre-start	Approved work order/scope, current licences/training, risk assessment/SWMS, property-condition photos.
During works	Correct products, workmanship, concealed-service evidence, electrical/mechanical checks, progressive clean-up.
Commissioning	Operational tests, airflow/function checks as applicable, controller restrictions, drainage, electrical certification.
Close-out	All required evidence, serial/model details, tenant sign-off, defects closed, clean property handback.

5. Minimum Property Evidence

Evidence Category	Required Evidence
Property / pre-work	Front/exterior photo; existing equipment or area showing no existing equipment; relevant nameplates; existing defects.
New AC	Indoor unit; wired controller; outdoor unit in context; outdoor unit nameplate; sealed penetrations; relevant pipe/capping route.
Electrical	Switchboard internals; labels/breakers; electrical load calculation where required; CCEW.
Ceiling fan	Each installed fan and controller.
Door seal / wall vent	Each installed measure.
LED	Brand/model evidence for each type and panoramic/context photo where multiple lamps are installed.
Decommissioning	Removed/decommissioned equipment, terminated supply and completed make-good.
Completion	Commissioning evidence, tenant sign-off, defect closure, final clean condition.

Evidence integrity

Photos must be property-specific. They must be date stamped and geo tagged. Re-used, mislabelled, edited to misrepresent works, or unverifiable evidence will be rejected.

6. Commissioning

- Commission every installed AC and ceiling fan before handover.
- Verify heating/cooling operation, controller operation, fan speeds, drainage, abnormal noise/vibration and installation integrity.
- Confirm required thermostat restriction settings and wall-controller configuration.
- Verify electrical protection, labels and certification.
- Record commissioning results in the ATIZ-approved form/system.

7. Non-Conformance and Defects

- Immediately notify ATIZ of material non-conformance affecting safety, compliance, function or evidence integrity.
- Record defects/non-conformances in the nominated system/register.
- Identify root cause where requested and implement corrective/preventive action.
- Contractor-caused defects must be rectified at no additional cost to ATIZ.
- ATIZ may increase inspections where defect rates or evidence rejection indicates increased risk.

8. Quality Records and Payment Readiness

A property is not considered payment-ready by ATIZ until the required work and close-out evidence are complete and accepted. ATIZ may require completed ITPs/checklists and conformance records with each claim.

9. Audits and Internal Reviews

- Cooperate with ATIZ quality audits and surveillance.
- Provide requested subcontractor/supplier quality evidence.
- Promptly close audit findings.
- Provide internal/third-party audit reports relevant to the project where requested.

10. Warranty and Handover Records

- Provide manufacturer warranties, product certificates and installer/workmanship warranty information.
- Maintain product serial/model traceability by property.
- Provide operating/maintenance information required for tenant handover and project close-out.
- Retain records for the period required by ATIZ and applicable law.

11. Tenderer Quality Submission

- Quality-system certification/evidence.
- Sample Project Quality Plan.
- Sample ITP/checklist for AC installation and electrical works.
- Example defect process.
- Description of evidence-administration resources and systems.