

SS 9 - Mechanical Ventilation or Air Conditioning Systems

Address:			
Building Name:			
Provide by (name):			
	Make	Model	Location
1			
2			
3			
4			
5			
Installation Standard: (specify year)		<input type="checkbox"/> AS/NZS 3666.2: <input type="checkbox"/> AS 1851: (smoke control) <input type="checkbox"/> AS 1668.2: <input type="checkbox"/> Specifically Designed Alternative Solution (please supply) <input type="checkbox"/> Other (Historical) _____	
Inspections & Maintenance Standard: (specify year)		<input type="checkbox"/> Compliance Schedule Handbook and AS/NZS 3666.2: <input type="checkbox"/> Compliance Schedule Handbook and AS 1851: (smoke control) <input type="checkbox"/> AS 1668.2: <input type="checkbox"/> Specifically Designed Alternative Solution (please supply) <input type="checkbox"/> Other (Historical) _____	
Frequency:		<input type="checkbox"/> Annually <input type="checkbox"/> IQP <input type="checkbox"/> Six-Monthly <input type="checkbox"/> Owner <input type="checkbox"/> Monthly <input type="checkbox"/> IQP <input type="checkbox"/> Weekly <input type="checkbox"/> Owner <input type="checkbox"/> <input type="checkbox"/> IQP	
Inspections & Maintenance:		Minimum maintenance and testing as specified in Compliance Schedule Handbook, to be performed in conjunction with maintenance required by applicable standard.	
Reporting:		<p>The owner must keep records of all inspection, maintenance and repairs undertaken in the previous 24 months. The records must be kept on site and as a minimum, include:</p> <ul style="list-style-type: none"> • Details of any inspection, test or preventative maintenance carried out, including dates, work undertaken, faults found, remedies applied, and the person who performed the work. • Details of any other faults found or maintenance and repair work undertaken to maintain the system in working order, including dates, work undertaken, faults found, remedies applied and the person who performed the work. 	

The information above is used to help generate the compliance schedule. If you are unsure how to complete this form, please consult an Independently Qualified Person (IQP) who is registered for the system above.