

Please provide the following Information

	Date
<i>If you need help to complete this form, consult the system provider or an IQP who is registered for the system above</i>	
Applicant Name	Building Name
Site Address	Classified Use
Existing Compliance Schedule Number(s) (if applicable)	
	Risk/Purpose Group
	Fire Hazard Category
	Total Occupant Load

Specified System Description (address items that apply)

<i>Specified Systems</i>	Existing	New	Modified	Removed
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Type	Ducted fume cupboard for laboratory use
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Location Plan for Specified Systems and Records is attached	Yes	No
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No	Equipment Location	Make (main components)	Model
1			
2			
3			
4			
5			

Standards (address items that apply)

Specifically designed solutions do not apply if the system has been installed against a specific Standard(s) / document

Performance / Installation

- AS/NZS 2243:2005 Safety in laboratories. Part 1: Planning and operational aspects
- AS/NZS 2243:1997 Safety in laboratories. Part 1: Safety in laboratories - General
- AS/NZS 2243.8:2014 Safety in laboratories. Part 8: Fume cupboards
- AS/NZS 2243:2006 Safety in laboratories. Part 8: Fume cupboards
- AS/NZS 2243:2001 Safety in laboratories. Part 8: Fume cupboards

NZS 7203:1992 Safety in laboratories - Fume cupboards

NZS 7203:1987 Safety in laboratories - Fume cupboards

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections

AS/NZS 2243.8:2014 - Section 5

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Maintenance

AS/NZS 2243.8:2014 – Section 5

Specifically designed solution prepared by a person who, on the basis of experience and qualifications, is competent to do so. (Details provided)

Other

Inspections, Maintenance and Reporting (address items that apply)

Minimum inspection & maintenance procedures

Regular inspection and testing and planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard/ document to ensure safe and suitable system operation.

Inspection frequency and responsibility

Depending on the type of installation and its performance standard/document:

Specifically designed solutions: by IQP only

Standard / another document:

Weekly: by Owner or Representative

Six-monthly: by IQP

Annually: by IQP

Reporting

The owner will keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. These will be recorded in the on-site log book or electronically, which will remain available with the most recent compliance schedule, and as a minimum include:

- Details of any inspection, test or preventative maintenance carried out, including dates, works under-taken, faults found, remedies applied and the person who performed the work.
- Form 12A provided annually by the IQP