SAFEGARDSYSTEMS
A Swegon Group company

Inspection and handover check sheet – Safegard Dampers

Damper Installation Certificate

This certificate applies only to Safegard supplied products.
The installer must complete this installation certificate when installing fire and smoke dampers.
A separate certificate must be completed for each individual fire and smoke damper.

No.	Question	Action	Tick
SECTION ONE – DAMPER INSTALLER RESPONSIBILITIES:			
1	Are the dampers the correct type?	Confirm damper is correct type i.e. Manual / Motorised / SmokeShield / EIS / FD / FDC Etc.	
2	Are the dampers located correctly?	The damper location is to be checked against the installation drawings/details	
3	Are the dampers correctly identified?	Unique system I.D. to be clearly indicated on the damper or other agreed location.	
4	Have supports for both the damper and the adjacent ductwork been installed in accordance with the approved manner?		
5	Have the correct Ope Size been formed?	Check manufacturers' guidelines.	
6	Correct Fire stopping Used where applicable?	Check manufacturers' guidelines.	
7	Fixing Lugs / cleats fixed to structure of wall / floor?		
8	Are the dampers fitted in the correct orientation?	Confirm the damper installed the correct way up and relative to airflow and or access.	
9	Is access through the ductwork, to the damper unobstructed?	Unobstructed space should be provided for safe access to the damper. This must include access through ceiling voids and adjacent services. Damper installer to advise the system designer if problems are foreseen.	
10	Has the space around the damper and within the opening been left clear and not been used for other services?	Other services within the installation opening will invalidate the installation method. Damper installer to advise the lead contractor if problems are foreseen.	
11	Using the access opening provided, are the damper blades in the open position?	Check position of damper blades.	
12	Has the damper been checked for internal cleanliness, free from damage and that vertical casings in particular are free from debris?	With the damper in the closed position, inspect for damage.	
13	Has the damper been released to simulate operation of the thermal release? (Damper drop test)	Ensure damper operation is free from interference.	
14	Have the damper blades been re-set following drop test and the access panel replaced?	After re-setting the damper, check the position shown on the blade position indicator is correct	
SECTION TWO – MAIN CONTRACTOR RESPONSIBILITIES:			
15	At the time of damper handover, is the fire barrier and penetration seal complete?	Damper installer to record on the handover register if any following trades are still to complete their activities.	
16	Is the damper installation complete and available for handover prior to system commissioning?	Obtain the relevant acceptance of the damper installation from CDM Coordinator or Principle Designer or Principle Contractor .	
17	Is the completed handover register cross-referenced back to the identification codes listed in the system designer's damper schedule?		

Damper Information
Damper Unique System I.D:
Name of installation location:
Address:
Installation location identification (section/floor/room):
Damper product type:
Release fuse temperature:
Notes/Considerations:

SECTION ONE SIGN OFF:	**SECTION TWO SIGN OFF:**
Installed by:	Installed by:
Co. Name:	Co. Name:
Co. Tel. No:	Co. Tel. No:
Installers Name(s):	Installers Name(s):
Installers Tel. No:	Installers Tel. No:
Date of installation:	Date of installation:
Installers signature:	Installers signature:
It is hereby verified that the damper detailed above has been installed and tested according to the manufactures recommendations	It is hereby verified that the damper detailed above has been installed and tested according to the manufactures recommendations