Commissioning Checklist

To conduct the final inspection and allow a new facility or building alteration to operate, all components of the building works must be certified as reaching 'Practical Completion' and the facility/area delivered in accordance with the approved design. Practical completion is reached when all construction work is completed, and the facility/area is suitable for occupation or use.

Certification must be performed by appropriately qualified personnel, the methods and documentation required may be set by relevant standards and regulations.

The building must be fit for purpose, all systems must be operational, and any defects or incomplete work must be minor and capable of being rectified without affecting the use of the building.

All furniture, fixtures and equipment (FFE) are to be in situ and any cleaning and environmental testing of critical areas e.g. sterile storage, performed.

Assessment of the final inspection and/or issuing of new licences will take up to four weeks, the facility must not be used until a licence is in force and operators should allow for this in their planning.

In the event of an additional inspection being required due to incompleteness at final inspection, an inspection fee will be charged.

Enquiries should be directed to the assigned Health Facility Licensing Officer or at Health.Licensing@sa.gov.au

Compliance area	Provided prior to inspection	Provided at inspection
Private Health Facility		
- Applicant to advise of any changes to plans* - Building Code of Australia (BCA) building classification inc. name of certifier and date of certification - Acceptance of Practical Completion - Ensure final version approved plans are supplied *NB all deviations or changes to plans should have been communicated prior to final inspection, with all updated documentation forwarded and approved.		
Aluminium Composite Panels (ACPs) (if applicable)		
Where ACPs are used, certification that: - Fire resistance complies with all relevant Australian Standards - Certification is undertaken by appropriately qualified and independent BCA Certifier - ACPs are correctly rated to the type of construction/building class		
Medical Gases		
Complete terminal unit test report in accordance with AS 2896 e.g. per attached form - Test reports identify the locations of medical gases and indicate test date - Test reports must include printed name, signature and qualifications of the inspector and witnesses - Test reports for Nitrous gas outlets must be performed by Anaesthetist in Charge or a delegate anaesthetist - Storage of portable gases compliant with Australian Standards		
Engineering – Transportation		
- Lifts – all compliance certificates including dimensions indicating a SAAS stretcher (Stryker) can be accommodated in designated lifts - Installed hoists and gantries for bariatric patients		
Security		
- Door access control systems - Controlled access/egress systems e.g. critical care area (recovery; theatres)		
Nurse/Emergency call system		
- Area/s serviced - Test results in accordance with relevant standard as identified by the certifier - Printed name, signature of certifier and date of test		
Warm water system/thermostatic Mixing Valve (TMV)		

Compliance area	Provided prior to inspection	Provided at inspection
Certification must include: - Model/type of warm water system/TMV - Area being serviced by warm water system/TMV - Circulating water temperature - Legionella testing and results - Printed name, signature of certifier, and date of test		
Electrical		
Emergency Power Supply Certification must include: - Area/s serviced - Printed name, signature of certifier, and date of test Body and Cardiac Protection must include: - Area/s serviced - Printed name, signature of certifier, and date of test Uninterruptible Power Supply (UPS) performance testing		
Air conditioning		
Certification must include: - Area/s serviced - Performance requirements per Australian Standards - HEPA filter performance as specified for specific clinical areas e.g. CSSD, Sterile Store, ICU - Name and signature of certifier and date of test - Microbiological sampling (active air sampling) of clinical areas e.g. Operating Theatres, Sterile Store, CSSD, reviewed and accepted by designated personnel of consultant with infection control qualification		
Clinical Equipment		
Biomedical testing – provide a statement from the certifier that equipment has been tested and commissioned: - Is TGA approved and listed on ARTG - Instructions for Use provided and accepted - Type and name of equipment - Summary test/compliance results and (log book) - Date of certification and commissioning - Storage – Chemical AS/NZS2243.10 and Flammable Liquid		
Operating Theatre/Hybrid		
Provide a statement from the certifier that equipment tested/commissioned meets manufactured specifications and relevant standards as identified by the certifier. - Pendants - OT Lights - Anaesthetic machines - Radiological equipment (image intensifier, C-Arm, digital imaging etc) - EPA licence for all equipment as required - Radiation shielding reports as required		
Reusable Medical Device Reprocessing (e.g. CSSD, Endoscopy)		

Compliance area	Provided prior to inspection	Provided at inspection
- Installation/commissioning certification of equipment to relevant Australian Standards - Letter from designated personnel or consultant with infection control/reprocessing qualification, confirming that the reprocessing facility complies with *AS/NZS4187*		
Fire – Engineering Essential Safety Provisions		
Fire Rating Certification Fire protection compliant with National Construction Code and other legislation or standards as necessary Installed fire safety systems - To the National Construction Code and relevant Australian Standards - Certified by a qualified Fire Safety Consultant - Date of certification and commissioning		
Decommissioning of area (if applicable)		
- Processes for securing vacated areas including locking down and handover of keys - Risk assessment of all plant and equipment left in situ - Removal of rubbish and waste to correct waste disposal streams - Isolation of engineering and support services as required		