

PROCUREMENT VERIFICATION CHECKLIST — EVIDENCE PACK (PM/Procurement use)

[Jurisdiction: NSW/VIC/QLD/WA/SA/TAS/ACT/NT] | [Agency] | Project: [Project] | Date: [DD Mon YYYY]

Use before award (where applicable) and before approving substitutions. If any item is “No/Unclear”, pause approval and escalate.

A. Procurement checks (evidence pack completeness)

Tick	Requirement (plain English)	Code
<input type="checkbox"/>	Product identity + intended application confirmed (product name, manufacturer, location/use). (E1)	E1
<input type="checkbox"/>	Traceability available (country of manufacture, batch/lot, delivery docs link to site). (E2)	E2
<input type="checkbox"/>	Relevant Standard(s) + NCC performance claims stated clearly (what is being claimed). (E3)	E3
<input type="checkbox"/>	Independent third-party verification evidence provided, and third-party certification where available (scope + currency confirmed). (E4)	E4
<input type="checkbox"/>	Declared performance values are supported and consistent with labels/markings/Declarations (DoC/DoP where applicable). (E6)	E6
<input type="checkbox"/>	Fire/safety evidence provided, where relevant to the application (and matches supplied variants). (E7)	E7
<input type="checkbox"/>	Installation instructions/limitations provided; installer competence evidence where installation affects performance. (E8)	E8
<input type="checkbox"/>	Substitution control: no “or equivalent” without written approval supported by a like-for-like evidence pack. (E9)	E9
<input type="checkbox"/>	Records: evidence pack filed; as-built product register updated; escalation pathway known. (E10)	E10

B. Test report verification (do not accept summaries in place of full reports)

Tick	Requirement (plain English)	Code
<input type="checkbox"/>	Report is from a competent/accredited lab for the method (e.g., NATA/ILAC equivalent). (E5)	E5
<input type="checkbox"/>	Full test report provided (not excerpts/marketing summaries); method, date, sample details and results included. (E5)	E5
<input type="checkbox"/>	Product description/identifier and variants (thickness/density/facer/colour) match what is supplied. (E5)	E5
<input type="checkbox"/>	Report authenticity verified where needed (issuer confirmation / original PDF / signatures / metadata). (E5)	E5
<input type="checkbox"/>	Where required/relied upon: Thermal Value Summary Report (or equivalent statistical summary) provided. (E5)	E5
<input type="checkbox"/>	If anything is inconsistent/unclear: request originals and escalate before proceeding. (E10)	E10