Commissioning checklist

One subsystem, from mechanical completion to handover. Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/commissioning-checklist

Project	System

Subsystem	Commissioning lead

Progress

Done	0	Open	0	of	31

No.	Check	Status	Record or reference	By	Date	Remarks
MECHANICAL COMPLETION						
1	All A ITRs (construction checks) for the subsystem signed		ITR register			
2	Pressure tests complete and test packs closed, spades and blinds removed, items reinstated		Test packs			
3	Flushing and cleaning complete and signed		Flushing records			
4	Cables installed, terminated and insulation resistance tested		Cable schedule, ITRs			
5	Equipment installed, aligned and grouted where required		Installation ITRs			
6	Instruments installed to hook-up drawings, impulse lines leak tested		Instrument ITRs			
7	Insulation, painting and fireproofing complete, or listed as punch		Punch list			
8	All A punch items closed; B items listed and accepted		Punch list			
9	As-built red-line markups submitted		Redlines			
10	Mechanical completion certificate signed		MC certificate			
PRE-COMMISSIONING						
11	Loop checks complete for every instrument loop		Loop check sheets			
12	Motor solo runs and direction of rotation checked		B ITRs			
13	Protection relay settings applied and tested		Relay test reports			
14	Actuated valves stroked, stroke times and fail positions checked		Valve function tests			
15	Safety valves set, certified, installed and locked in position		PSV certificates			
16	Lubrication and first fill of oils and chemicals complete		Lube records			
17	All B ITRs signed		ITR register			
18	Ready for commissioning certificate signed		RFC certificate			
COMMISSIONING						
19	Commissioning procedures approved and issued		Procedures			
20	Permits, isolations and system boundaries in place		Permit register			
21	Utilities available: power, instrument air, cooling water, nitrogen		Utility status			
22	Control and safety system logic tested against the cause and effect		C&E test records			
23	Fire and gas detection tested		F&G test records			
24	Functional and performance tests complete, results recorded		Test reports			
25	Operators and maintainers trained; O&M manuals available		Training records			
26	Pre-startup safety review complete where required		PSSR checklist			
27	Ready for start-up certificate signed		RFSU certificate			
HANDOVER						
28	Remaining punch items agreed with the owner, with owners and dates		Punch list			
29	Handover dossier complete: certificates, ITRs, test records, vendor documents, as-builts		Dossier index			
30	Spare parts and special tools handed over		Spares list			
31	Handover certificate signed		Handover certificate			

Sign-off	Name	Company	Signature	Date
Construction				
Commissioning				
Owner				