Commissioning report

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/commissioning-report-template

Project	Report number	Date

System	Subsystem(s)	Commissioning procedure

1. SCOPE

What was commissioned and what was not (boundaries, exclusions)

2. PREREQUISITES

No.	Check	Status	Remarks
1	Ready for commissioning certificates signed for all subsystems		
2	Procedure approved and issued		
3	Permits and isolations in place		
4	Utilities available (power, air, water, nitrogen)		
5	Control and safety systems available for the test		

3. TESTS PERFORMED

No.	Test	Expected result	Actual result	Result	Record
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

4. DEVIATIONS AND PUNCH ITEMS

Deviations from the procedure, punch items raised (with numbers and categories) and how they are being closed

5. CONCLUSION

Is the system ready for the next step (start-up, performance test, handover)? With what conditions?

Sign-off	Name	Company	Signature	Date
Commissioning engineer				
Commissioning lead				
Client				