Factory acceptance test (FAT) checklist

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/factory-acceptance-test-checklist

Project	Package or equip	Tag numbers

Vendor	Purchase order	FAT procedure

Location	Start date	End date

Progress

Accepted: 0 Punch: 0 N/A: 0 of 28 checks

No.	Check	Result	Reference	Remarks
DOCUMENTATION				
1	Approved FAT procedure and test sheets available			
2	Drawings and datasheets at the latest approved revision			
3	Material certificates and traceability			
4	Welding, NDT and pressure test records			
5	Calibration certificates for the test equipment			
6	Hazardous area (Ex) certificates for equipment in classified areas			
7	Software and firmware versions recorded (control systems)			
VISUAL AND DIMENSIONAL				
8	Dimensions and nozzle orientations against the general arrangement drawing			
9	Tag plates and nameplates correct			
10	Workmanship, welds, paint and coating			
11	Cable glands, terminations and labelling			
12	Earthing points and bonding			
13	Lifting points and their certificates			
ELECTRICAL				
14	Insulation resistance and continuity			
15	Earth bonding			
16	Power supply and voltage checks			
17	Panel wiring against the drawings			
FUNCTIONAL				
18	Start, stop and operating modes			
19	Alarms and trips at their setpoints			
20	Interlocks and permissives against the cause and effect			
21	Control loops and operator screens			
22	Failure and redundancy tests (power, communication, controller)			
PERFORMANCE				
23	Run test at rated conditions			
24	Noise and vibration within limits			
25	Capacity and performance data recorded against the datasheet			
CLOSE-OUT				
26	Punch list raised and agreed with the vendor			
27	Preservation and packing to specification			
28	FAT certificate or release note issued			

Sign-off	Name	Signature	Date
Vendor			
Contractor			
Client			
Third party			

FAT punch list

Items found at FAT. Category A: close before shipment. Category B: may ship, close at site.

No.	Description	Tag	Cat.	Action by	Due	Status	Closed
1							
2							
3							
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