Mechanical completion checklist (system walkdown)

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

Project	System	Subsystem

MC package number	Walkdown date	Area / module

ATTENDANCE

No.	Name	Company	Discipline	Signature
1				
2				
3				
4				
5				

Progress

Done: 0 Open: 0 N/A: 0 of 23 checks

No.	Check	Status	Reference	By	Date
DOCUMENTATION					
1	All A ITRs (construction) for the subsystem signed				
2	Pressure test packs closed and lines reinstated				
3	Red-line (as-built) markups submitted				
4	Vendor data and certificates in the completions dossier				
5	NCRs closed or dispositioned				
PIPING AND MECHANICAL					
6	Supports, guides and hangers installed to the drawings				
7	Spring hanger pins (travel stops) removed				
8	Flange bolting complete, tightened and tagged				
9	Valves: orientation, access and handwheels				
10	Vents and drains plugged or capped				
11	Insulation and coating complete				
12	Equipment aligned, grouted and bolted down				
ELECTRICAL					
13	Cables installed, terminated and tested (IR and continuity)				
14	Glands and Ex equipment installed and inspected to IEC 60079-14				
15	Earthing and bonding complete and tested				
16	Equipment and cables labelled				
INSTRUMENTATION					
17	Instruments installed and hooked up to the hook-up drawings				
18	Impulse lines and tubing leak tested				
19	Calibration records available				
SAFETY AND GENERAL					
20	Temporary materials and scaffolding removed				
21	Access and escape routes clear				
22	Safety signage and tagging in place				
23	Housekeeping acceptable				

PUNCH ITEMS RAISED AT THE WALKDOWN

Category A: must be closed before MC is signed. Category B: may remain open at MC, listed and agreed, closed before handover (NORSOK Z-007 style).

Punch count

Category A: 0 Category B: 0 Total: 0

No.	Description	Cat.	Discipline	Raised by	Action by
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Mechanical completion

The subsystem above has been walked down and is mechanically complete: construction is finished to the drawings and specifications, all A ITRs are signed, no category A punch items remain open, and the category B items are listed above.

Sign-off	Name	Signature	Date
Construction			
Completions			
Client			