Pre-commissioning checklist

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

Project	System	Subsystem

Commissioning lead	MC certificate d	Target RFC date

Progress

Done: 0 Open: 0 N/A: 0 of 29 checks

No.	Activity	Status	Record	By	Date
PIPING AND MECHANICAL					
1	Flushing or air blowing complete and accepted		Flushing records		
2	Chemical cleaning or pickling, where specified		Cleaning report		
3	Pressure test packs closed and reinstated		Test packs		
4	Drying and nitrogen purging, where required		Dew point records		
5	Leak test with service medium or nitrogen		Leak test record		
6	Rotating equipment aligned		Alignment report		
7	Lube oil flushing and first fill of oils and chemicals		Lube records		
8	Vessel and tank internals inspected and boxed up		Box-up certificate		
9	Temporary strainers and screens installed		Strainer register		
ELECTRICAL					
10	Cable insulation resistance and continuity tested		IR test reports		
11	Terminations and torque checked		Termination ITRs		
12	Earthing and bonding tested		Earthing test report		
13	Protection relay settings applied and tested		Relay test reports		
14	Transformer tests: ratio, winding resistance, insulation		Transformer test report		
15	Switchgear function and interlock checks		Switchgear ITRs		
16	Motor solo run and direction of rotation		B ITRs		
17	UPS and battery tests		Battery discharge test		
INSTRUMENTATION AND CONTROL					
18	Instruments calibrated		Calibration certificates		
19	Loop checks complete		Loop check sheets		
20	Control and on/off valves stroked, fail positions confirmed		Valve test records		
21	Safety valves set, certified and installed		PSV certificates		
22	Control and safety system I/O checked		I/O check records		
23	Cause and effect logic tested cold		C&E test records		
24	Fire and gas detectors tested		F&G test records		
HVAC AND TELECOMS					
25	Fans, dampers and air balance checked		HVAC test sheets		
26	Telecom systems (PA/GA, CCTV, radio) checked		Telecom ITRs		
CLOSE-OUT					
27	All pre-commissioning (B) ITRs signed		ITR register		
28	Open punch items listed and categorised		Punch list		
29	Ready for commissioning certificate signed		RFC certificate		

Sign-off	Name	Company	Signature	Date
Construction				
Commissioning				
Client				