Preservation register

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

Project	Area / module	Register owner

One line per tag under preservation, from delivery to handover (NORSOK Z-006 style). The interval comes from the vendor instructions or the project preservation procedure. Enter the date of the last routine; the next due date and the status follow. Example rows in grey: overwrite them (their dates are set relative to today).

Status

Tags: 3 Overdue: 1 Due within 7 days: 1 OK: 1 (as of 07 Nov 2026)

Tag	Description	Equipment type	Location	Category	Vendor procedure	Interval (days)	Last done	Next due	Status	Responsible	Remarks
P-1001A	*Transfer pump A*	*Rotating*	*Module 2*	*A*	*VP-P1001-PRS*	*7*	*04-Nov-26*	*11-Nov-26*	***Due within 7 days***		
V-1002	*Production separator*	*Vessel / piping*	*Module 2*	*B*	*VP-V1002-PRS*	*30*	*26-Oct-26*	*25-Nov-26*	***OK***		
MCC-01	*Motor control centre*	*Electrical*	*Substation*	*A*	*VP-MCC01-PRS*	*14*	*21-Oct-26*	*04-Nov-26*	***Overdue***		

Preservation routine record

One sheet per tag and visit. Follow the vendor instructions; this list covers the routines most often required.

Tag	Description	Location

Preservation category	Vendor procedure	Visit date

Progress

OK: 0 Not OK: 0 N/A: 0 of 17 checks

No.	Check	Result	Remarks	Initials
ROTATING EQUIPMENT				
1	Shaft rotated by hand the specified turns, final position different from the start (marked)			
2	Space heater energised and working			
3	Bearings greased or oil mist / oil level confirmed			
4	Openings, seals and couplings protected			
VESSELS AND PIPING				
5	Nitrogen blanket pressure recorded (see readings)			
6	Desiccant or VCI condition checked; replaced if saturated			
7	Openings, nozzles and flange faces capped and sealed			
8	Drains checked for water			
ELECTRICAL				
9	Space heaters on (panels, motors, switchgear)			
10	IP seals, gland plates and unused entries sealed			
11	Desiccant in panels checked; panels closed			
INSTRUMENTS				
12	Covers and caps fitted			
13	Protected from water ingress and mechanical damage			
14	Impulse line and process connections plugged			
GENERAL				
15	Coating condition; corrosion spots reported			
16	Tag and label legible			
17	Preservation label updated with this visit			

READINGS

No.	Reading	Value	Required / acceptance	Remarks
1	Nitrogen blanket pressure (barg)			
2	Relative humidity in the enclosure or panel (%)			
3	Humidity indicator / desiccant colour			
4	Space heater supply confirmed (V or A)			
5	Ambient temperature (°C)			

DEFICIENCIES RAISED

No.	Deficiency	Raised as	Punch / NCR / work order no.	Action by
1				
2				
3				

Sign-off	Name	Signature	Date
Performed by			
Verified by			