QA/QC inspection checklist and report

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

Project	Report number	Revision

Area / location	Discipline	Drawing / specification ref.

Inspector	Inspection date	ITP step / ITR no.

Summary

Accepted: 1 **Rejected: 1** **N/A: 0** **Not checked: 29** **Pass rate: 50%**

Use the general checks and the band for your discipline; mark the others N/A. Every rejected check gets an NCR number. Grey rows are an example: overwrite them.

Item	Check point	Reference	Result	NCR no.	Remarks
GENERAL (ALL DISCIPLINES)					
1	*Work done to the latest approved (IFC) drawing revision*	*Drawing register*	***Accept***		*Example: IFC Rev C on site*
2	*Approved ITP and procedure available at the work front*	*ITP*	***Reject***	*NCR-014*	*Example: ITP at Rev A, Rev B approved*
3	Materials identified and traceable to their certificates	EN 10204 3.1			
4	Measuring and test equipment calibrated and in date	Calibration register			
5	Inspector and crew qualifications valid for the work	Qualification records			
6	Previous hold points released and signed	ITP			
CIVIL AND STRUCTURAL					
7	Foundations, anchor bolts and grout to drawing and tolerance	EN 13670			
8	Concrete cover checked; cube or cylinder results available	EN 206			
9	Steel member sizes, orientation and connections to drawing	EN 1090-2			
10	Bolted connections tightened and marked	EN 1090-2			
PIPING					
11	Routing, slopes and clearances to the isometric	Isometric drawing			
12	Welds visually accepted and NDT complete to the line class	ASME B31.3			
13	Supports, guides and anchors to the support drawings	Support drawings			
14	Flanged joints: gaskets, bolting and torque record	ASME PCC-1			
15	Valves: type, rating, flow direction and access	P&ID, line class			
MECHANICAL					
16	Equipment set, levelled and grouted to drawing	Vendor manual			
17	Shaft alignment within the vendor tolerance	API 686			
18	Lubrication and first fill as specified	Vendor manual			
ELECTRICAL					
19	Cables routed, segregated and supported on the tray	Cable schedule			
20	Terminations, glands and labelling complete	Termination drawings			
21	Insulation resistance and continuity tested	IEC 60364-6			
22	Ex equipment matches the area classification	IEC 60079-14			
INSTRUMENTATION					
23	Instruments installed to the hook-up drawings	Hook-up drawings			
24	Impulse lines and tubing leak tested	Project specification			
25	Calibration within the datasheet tolerance	Datasheet			
PAINTING					

Item	Check point	Reference	Result	NCR no.	Remarks
26	Surface cleanliness and profile before coating	ISO 8501-1, ISO 8503			
27	Dry film thickness within specification	ISO 19840			
28	Adhesion and holiday tests where specified	ISO 4624			
INSULATION					
29	Coating released before insulation starts	Painting specification			
30	Thickness and material to the insulation specification	CINI, NORSOK R-004			
31	Cladding overlaps water-shedding and sealed	CINI, NORSOK R-004			

Findings and comments (describe each rejected check; attach photos and the NCR)

Overall result	
Re-inspection required (date)	

Sign-off	Name	Signature	Date
Contractor			
Client			
Third party (TPI)			