

# Inspection Record for Basic Inspection of Electrical Equipment

Record No.: \_\_\_\_\_  
page 1 of 2

Client: _____	Subcontractor: _____
Project No.: _____	Subcontract P.O. No.: _____
Project Name: _____	Item No.: _____

Additional Information:

Type of Equipment:	Registration No.:
Manufacturer:	System Voltage:
P.O. No.:	Size/Rating:
Location:	
Unit No.:	Reference Document:

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
1.0 Compare nameplate information with equipment record. Note any deviations under remarks				
2.0 Establish and record the following:		H		
2.1 Equipment/circuit identification				
2.2 Area classification				
2.3 Type of Ex-protection/gas group/ temperature class				
2.4 Type of enclosure protection				
2.5 Electrical protection setting/rating				
2.6 Actual maximum load/ammeter reading				
3.0 Check the following items and report any deviations/defects under remarks:		H		
3.1 Labelling correct				
3.2 No unauthorized modifications				
3.3 Enclosures and glasses satisfactory				
3.4 Seals and gaskets satisfactory				

H - Company's presence is mandatory for all activities in section.      Attachments, No. of pages: \_\_\_\_\_  
h - Company's presence is mandatory.

Accepted for Subcontractor	Accepted for Company	Accepted for Client
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

\*Company only initials for holdpoint

# Inspection Record for Basic Inspection of Electrical Equipment

Record No.: \_\_\_\_\_

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Client: _____	Subcontractor: _____
Project No.: _____	Subcontract P.O. No.: _____
Project Name: _____	Item No.: _____

**Additional Information:**

Type of Equipment:	Registration No.:
Manufacturer:	System Voltage:
P.O. No.:	Size/Rating:
Location:	
Unit No.:	Reference Document:

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
3.5 Bolts and glands complete and tight				
3.6 No undue accumulation of dust and dirt				
3.7 No leakage of oil/compound				
3.8 No damage to above ground part of connected cables				
3.9 Adequate protection of equipment and cables against corrosion. the weather, vibrations and other adverse factors				
3.10 Motor fans and couplings not rubbing on cowls/guards				
3.11 Earthing in good condition				
3.12 Oil levels in sight glasses correct				
3.13 Padlock facilities correct				
3.14 Silicagel in breathers satisfactory				
4.0 Remedial action completed		h		

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Accepted for Subcontractor	Accepted for Company	Accepted for Client
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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