

Inspection and Test Record for Pump/Compressor Set

Record No.: _____
page 1 of 2

Client: _____ Project No.: _____ Project Name: _____	Subcontractor: _____ Subcontract P.O. No.: _____ Equipment No.: _____
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Additional Information:	P.O. No.:
Vendor:	Reference Document:

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
1.0 Anchor bolts and foundation checked				
2.0 Place set, shim/adjust to centreline/nozzle positions				
3.0 Machine/pipe flanges in contact/parallel, bolts free, first coupling alignment check				
4.0 Grout-in baseplate *				
5.0 Tighten anchor bolts, confirm straightness of baseplate				
6.0 Check runout and clearances				
7.0 Check bearings, seals/packing, free shaft rotation				
8.0 With bolt free in flange bolt holes, shim/adjust driver for second coupling alignment check (including for gearbox where applicable) *				
9.0 Whilst tightening flanges observe dials, adjust piping and supports				
10.0 Third coupling alignment check * * Attach record forms				

H - Company's presence is mandatory for all activities in section.
 h - Company's presence is mandatory.

Attachments, No. of pages:

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

*Company only initials for holdpoint

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page 2 of 2

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Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
11.0 Auxiliary systems check:				
11.1 Lubrication				
11.2 Cooling				
11.3 Heating				
11.4 Drains/vents				
11.5 Seal liquid/gas				
12.0 Temporary suction strainer fitted				
13.0 Instrumentation check				
14.0 Electrical (including earthing) check				
15.0 Direction of rotation				
16.0 Close and lubricate coupling. Shaft free				
17.0 Guards fitted				
18.0 Hot alignment required?				
18.1 If no, dowel pump/compressor, (gearbox) and driver				
18.2 If yes, dowel afterwards				
19.0 Painting retouch				
Note: Where there is a gearbox include in alignment, checks on lubrication etc.				

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