**Referenced to Water Corporation Standards: DS21, DS22 and DS26-41.**

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| **1. GENERAL DATA** |
| PROJECT NAME: | PROJECT NO: |
| IDENTIFICATION: |  |

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| **2. ACTUATOR DATA** |
| WC VALVE NO: | WC VALVE TYPE: |
| MAKE: | MODEL: |
| SERIAL NO: | DUTY: |
| TYPE: PART TURN [ ]  MULTI TURN [ ]  LINEAR TYPE: [ ]   |
| POWER SUPPLY: 1Φ [ ]  3Φ [ ]  DC [ ]  | KW: |
| NOM. TORQUE 100%: | RPM: or SECS/90º: |
| CURRENT In (40% Torque): | CURRENT Is (100% Torque): |
| CURRENT Icc (Locked Rotor): | VOLTAGE: |
| PROTECTION DEGREE: | Tamb. RANGE (ºC): |
| CERTIFICATE: | TAG: |
| WC DWG NO.: | MF DWG NO.: |

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| **3. POST-INSTALLATION TEST/INSPECTION** | **DONE****/YES** | **NO** | **N/A** | **COMMENTS/DETAILS** |
| 1 | Installation carried out as per manufacturer’s recommendations. | [ ]  | [ ]  | [ ]  | MF Manual No.: |
| 2 | Actuator body undamaged. | [ ]  | [ ]  | [ ]  |  |
| 3 | Actuator body securely bolted down. | [ ]  | [ ]  | [ ]  |  |
| 4 | Push buttons undamaged. | [ ]  | [ ]  | [ ]  |  |
| 5 | Display area glass undamaged. | [ ]  | [ ]  | [ ]  |  |
| 6 | Selector switch undamaged. | [ ]  | [ ]  | [ ]  |  |
| 7 | Numeric display is active (should show 0%). | [ ]  | [ ]  | [ ]  |  |
| 8 | Power and control cables connected correctly as per manual/drawings. | [ ]  | [ ]  | [ ]  |  |
| 9 | Confirm power wiring phase colours connected to correct power terminals. | [ ]  | [ ]  | [ ]  |  |
| 10 | Confirm control wiring terminated into lugs and securely screwed to terminals. | [ ]  | [ ]  | [ ]  |  |
| 11 | Confirm that actuator earthing connection is securely tight. | [ ]  | [ ]  | [ ]  |  |
| 12 | Shrouds fitted to cable entry glands. | [ ]  | [ ]  | [ ]  |  |
| 13 | Cable number tags fitted to power/control cables. | [ ]  | [ ]  | [ ]  |  |
| 14 | Power/Control cables into actuator adequately supported. | [ ]  | [ ]  | [ ]  |  |
| 15 | Has a valve number tag been fitted to valve. | [ ]  | [ ]  | [ ]  |  |
| 16 | Has local isolator been fitted for remotely installed valves (if applicable). | [ ]  | [ ]  | [ ]  |  |
| 17 | Re-fit termination box cover and screw securely. | [ ]  | [ ]  | [ ]  |  |
| **4. TEST** | **DONE****/YES** | **NO** | **N/A** | **COMMENTS/DETAILS** |
| 1 | Manually open valve. Record hand wheel rotation direction (should be Water Corporation standard of CW).  | [ ]  | [ ]  | [ ]  | Direction: |
| 2 | Manually close valve. Record hand wheel rotation direction (should be Water Corporation standard of CCW). | [ ]  | [ ]  | [ ]  | Direction: |

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| **5. REMARKS / REMEDIAL ACTIONS** |
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| **6. SIGNOFFS** |  |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |