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| 1. ***All ITR documents to be completed & witnessed by competent person/s.***
2. ***Compliance to be achieved to contract requirements and all latest versions of applicable standards.***
 |
| **1. REFERENCE INFORMATION** |
| **INSPECTION DATA** | **ASSET DATA** |
| PROJECT NAME: | MANUFACTURER: |
| LOCATION: | MF SERIAL NO: |
| INSPECTION DATE: | WC FLER / TAG NO:  |
| INSPECTOR NAME: | TYPE / MODEL NO / SIZE: |
| PROJECT / CONTRACT NO: | DESIGN CRITERIA: |
| ATTENDEES: |

| **2. INSPECTION** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
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| ***GENERAL*** |
| 1 | Visually inspect heat exchanger installation and verify correct installation as per Manufacturer’s recommendations. |[ ] [ ] [ ]   |
| 2 | Confirm that heat exchanger location is correct as per drawings. |[ ] [ ] [ ]   |
| 3 | Cold fluid in and out pipework connected to the correct port. |[ ] [ ] [ ]   |
| 4 | Hot fluid in and out pipework connected to the correct port. |[ ] [ ] [ ]   |
| 5 | Check that mating flanges are flat, clean and free of irregularities. |[ ] [ ] [ ]   |
| 6 | Confirm that flow plates are free from defects/distortion and no visible signs of plate gasket damage. |[ ] [ ] [ ]   |
| 7 | Confirm all tie bar, connecting pipework and top/bottom bar nuts / bolts installed on heat exchanger and that all sizes, material and grades are correct. |[ ] [ ] [ ]  Size: \_\_\_\_\_ Material: \_\_\_\_\_\_\_\_\_\_\_\_Bolt Grade: 4.6 [ ]  8.8 [ ]  Other: \_\_Nut Grade: 5 [ ]  8 [ ]  Other: \_\_\_\_ |
| 8 | Confirm the tie bar bolts have been tightened such that the dimension between head and follower results in the correct compression of plate pack gaskets. Refer to nameplate or Manufacturer’s assembly drawing.  |[ ] [ ] [ ]  Manufacturer will often specify a minimum and maximum compressed dimension. |
| 9 | Confirm correct protrusion of all bolt threads past nut. |[ ] [ ] [ ]  Protrusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10 | Confirm correct bolt tightening sequence has been followed for connecting pipework. |[ ] [ ] [ ]   |
| 11 | For connecting pipework, verify bolt torques comply with DS 38-02 and Supplier’s requirements. |[ ] [ ] [ ]  Required bolt torque: \_\_\_\_\_\_\_\_\_NmActual bolt torque: \_\_\_\_\_\_\_\_\_Nm |
| 12 | Verify that torque wrench / machine used is calibrated. |[ ] [ ] [ ]  Calibration certificate date: \_\_\_\_\_\_\_\_ |
| 13 | If required by design, verify that flange isolation materials have been installed correctly. |[ ] [ ] [ ]   |
| 14 | Is heat exchanger level? |[ ] [ ] [ ]   |
| 15 | Ensure mounting feet holding down bolts are torqued correctly. |[ ] [ ] [ ]   |
| 16 | Check if a dividing plate is installed in the correct position if applicable. |[ ] [ ] [ ]   |
| 17 | Ensure any sections of tie bar bolts protruding through follower is not presenting a risk to personnel. Place a plastic cover over end of bar if necessary. |[ ] [ ] [ ]   |
| 18 | Ensure any unused ports or threaded holes are covered. |[ ] [ ] [ ]   |
| ***ISOLATING JOINTS (IF REQUIRED FOR DISSIMILAR METALS OR CATHODIC PROTECTION ISOLATION)*** |
| 19 | Check that correct isolating bolt sleeves and washers have been installed. |[ ] [ ] [ ]   |
| 20 | Verify that flange to flange isolation is acceptable. |[ ] [ ] [ ]   |

| **3. TESTING** | **PASS** | **FAIL** | **N/A** | **COMMENTS / DETAILS** |
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| 1 |  |[ ] [ ] [ ]   |

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| **4. REMARKS / REMEDIAL / FOLLOW UP ACTIONS** | **ACTION BY** | **TARGET DATE** | **STATUS** |
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| **5. SIGNOFFS** |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |