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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.***
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|  |
| **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** |
| --- | --- | --- | --- | --- |
| 1 | Check that all equipment has been correctly installed to specific requirements including:1. Washwater hand control valves.
2. Washwater actuator operated valves.
3. Washwater pipework.
 | [ ]  | [ ]  | [ ]  |  |
| 2 | Sample check tightness of all fasteners and foundation bolts. | [ ]  | [ ]  | [ ]  |  |
| 3 | Check gearbox oil level*.* | [ ]  | [ ]  | [ ]  |  |
| 4 | Check grease applied to greasing points. | [ ]  | [ ]  | [ ]  |  |
| 5 | Check torque arm for tightness. | [ ]  | [ ]  | [ ]  |  |
| 6 | Ensure non drive side bearing is tightened to shaft. | [ ]  | [ ]  | [ ]  |  |
| 7 | Check that nameplates and warning signs are fitted where appropriate. | [ ]  | [ ]  | [ ]  |  |
| 8 | Check that gearbox shaft end caps are fitted. | [ ]  | [ ]  | [ ]  |  |
| 9 | Check that oil seal or exposed shaft near oil seal on gearboxes have not been painted, and that shaft has been heavily greased. | [ ]  | [ ]  | [ ]  |  |
| 10 | Check guards / cover switches are securely fitted as specified. | [ ]  | [ ]  | [ ]  |  |
| 11 | Check all moving parts are guarded and all guards / covers are secured / locked as specified. | [ ]  | [ ]  | [ ]  |  |

| **3. TESTING** | **PASS** | **FAIL** | **N/A** | **COMMENTS / DETAILS** |
| --- | --- | --- | --- | --- |
| 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 |