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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:SPS 241 - Inline (Axial) Control Valves |
| ATTENDEES: |

| **2. INSPECTION** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
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| ***GENERAL*** |
| 1 | Visually inspect valve installation and verify correct installation as per manufacturer’s recommendations. | [ ]  | [ ]  | [ ]  |  |
| 2 | Confirm that valve location is correct as per drawings. | [ ]  | [ ]  | [ ]  |  |
| 3 | Verify correct orientation / direction of flow for installed valve. | [ ]  | [ ]  | [ ]  |  |
| 4 | Number of straight pipe diameters provided upstream and downstream of valve correct? | [ ]  | [ ]  | [ ]  |  |
| 5 | Valve support adequate? | [ ]  | [ ]  | [ ]  |  |
| 6 | Adjacent pipework supported independently of valve? | [ ]  | [ ]  | [ ]  |  |
| 7 | Local upstream and downstream isolation available for valve? | [ ]  | [ ]  | [ ]  |  |
| 8 | Ensure inspection / access covers clear of obstructions. | [ ]  | [ ]  | [ ]  |  |
| ***BOLT-UP*** |
| 9 | Check that mating flanges are flat, clean and free of irregularities. | [ ]  | [ ]  | [ ]  |  |
| 10 | Verify gasket material and thickness. | [ ]  | [ ]  | [ ]  | Material: CMF [ ] EPDM [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Thickness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_mm |
| 11 | Confirm all bolts installed on valve and that bolt sizes, material and grade are correct. | [ ]  | [ ]  | [ ]  | Size: \_\_\_\_\_\_\_Material: \_\_\_\_\_\_\_\_\_\_Grade: 4.6 [ ]  8.8 [ ]  Other:\_\_\_\_\_\_\_ |
| 12 | Confirm that associated nut grade is correct. | [ ]  | [ ]  | [ ]  | Grade: 5 [ ]  8 [ ]  Other:\_\_\_\_\_\_\_\_\_ |
| 13 | Confirm correct protrusion of bolt threads past nut. | [ ]  | [ ]  | [ ]  | Protrusion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14 | Confirm correct bolt tightening sequence has been followed. | [ ]  | [ ]  | [ ]  |  |
| 15 | Verify bolt torques comply with DS 38-02 and Supplier’s requirements. | [ ]  | [ ]  | [ ]  | Required bolt torque: \_\_\_\_\_\_\_\_\_\_NmActual bolt torque: \_\_\_\_\_\_\_\_\_\_Nm |
| 16 | Verify that torque wrench / machine used is calibrated. | [ ]  | [ ]  | [ ]  | Calibration date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 17 | If required, verify that flange isolation materials have been installed correctly. | [ ]  | [ ]  | [ ]  |  |
| 18 | Verify that bonding link(s) have been installed correctly if applicable. | [ ]  | [ ]  | [ ]  |  |
| ***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** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
| --- | --- | --- | --- | --- |
| ***APPLIES TO MANUAL VALVES AND MANUAL OVERIDE OF ELECTRICALLY ACTUATED VALVES*** |
| 1 | Confirm that the valve starting position is closed. Close the valve if not already so. | [ ]  | [ ]  | [ ]  |  |
| 2 | Slowly open and close the valve fully to confirm smooth valve operation and that the required force is not excessive. | [ ]  | [ ]  | [ ]  |  |
| 3 | Confirm that the valve position indication is correct. | [ ]  | [ ]  | [ ]  |  |
| 4 | Verify the direction of rotation to close. | [ ]  | [ ]  | [ ]  | Direction of rotation to close:Anti-clockwise [ ]  Clockwise [ ]  |
| 5 | Count the number of turns between fully open and fully closed. | [ ]  | [ ]  | [ ]  | Number of turns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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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 |