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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: |

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| **2. INSPECTION PRELIMINARIES** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
| 1 | “Punchlist” reviewed and free of significant defects preventing asset pre-commissioning? | [ ]  | [ ]  | [ ]  |  |

| **3. & 4. INSPECTION & TESTING** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
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| ***MANUAL OPERATION - APPLIES TO MANUAL VALVES AND MANUAL OVERIDE OF ELECTRICALLY ACTUATED VALVES*** |
| 1 | Valve operates smoothly throughout valve range during opening and closing? | [ ]  | [ ]  | [ ]  |  |
| 2 | Handwheel rim force acceptable during opening and closing? | [ ]  | [ ]  | [ ]  |  |
| 3 | Position indication correct? | [ ]  | [ ]  | [ ]  |  |
| 4 | Handwheel direction of rotation to close correct for valve type? | [ ]  | [ ]  | [ ]  | Direction of rotation to close: Anti-clockwise [ ]  Clockwise [ ]   |
| 5 | Number of turns to close acceptable? | [ ]  | [ ]  | [ ]  | Number of turns to close: \_\_\_\_\_\_\_\_\_\_\_\_ |
| ***ELECTRIC ACTUATOR (TO BE COMPLETED WITH COMPETENT ELECTRICAL PERSONNEL)*** |
| 6 | Confirm that the actuator is set up for correct direction of rotation to open and close the valve. | [ ]  | [ ]  | [ ]  |  |
| 7 | Confirm the seat / unseating torque for the valve by opening and closing the valve using the actuator. | [ ]  | [ ]  | [ ]  |  |
| 8 | Verify that open and close travel limits have been set up and that selected travel limit types (position or torque) are suitable for the valve type, with travel limit settings set correctly. | [ ]  | [ ]  | [ ]  | Limit type: Position [ ]   Torque [ ]  |
| 9 | Confirm that the maximum opening and closing torque limits have been set up correctly on the actuator. Torque limits will be based on max valve seating / unseating.  | [ ]  | [ ]  | [ ]  |  |
| 10 | Ensure the torque limits do not exceed the maximum rated input torque for the valve gearbox. | [ ]  | [ ]  | [ ]  |  |
| 11 | Actuator position indication (% open) correct during operation? | [ ]  | [ ]  | [ ]  |  |
| 12 | Actuator and valve operate smoothly with uniform speed between 0% - 100% open? | [ ]  | [ ]  | [ ]  |  |
| 13 | Open and close travel limit switches operate correctly during operation? | [ ]  | [ ]  | [ ]  |  |
| 14 | Confirm that opening and closing running torques, breakout/unseat torques and seating torques are not excessive and the valve operates smoothly. | [ ]  | [ ]  | [ ]  |  |
| 15 | Verify opening and closing times correct for valve type and size. | [ ]  | [ ]  | [ ]  | Opening / closing times: \_\_\_\_\_\_\_\_\_\_ |

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| **5. REMARKS / REMEDIAL / FOLLOW UP ACTIONS** | **ACTION BY** | **TARGET DATE** | **STATUS** |
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| **6. SIGNOFFS** |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |
| NAME (PRINT) | COMPANY / ROLE | SIGNATURE | DATE |