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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:SPS 260 – Wafer and Lugged Butterfly ValvesSPS 261 – Butterfly Valves for Waterworks PurposesSPS 262 – High Performance Butterfly ValvesSPS 263 – Butterfly Guard Valves |
| ATTENDEES: |

| **2. INSPECTION** | **YES** | **NO** | **N/A** | **COMMENTS / DETAILS** |
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| ***GENERAL*** |
| 1 | Locate and verify that name plate details match valve specification. | [ ]  | [ ]  | [ ]  |  |
| 2 | Confirm that underground valves, spindles and actuators have identically numbered tags.  | [ ]  | [ ]  | [ ]  |  |
| 3 | Direction of flow clearly visible on nameplate or valve body? | [ ]  | [ ]  | [ ]  |  |
| 4 | Weight of valve clearly indicated? | [ ]  | [ ]  | [ ]  |  |
| 5 | Inspect and confirm valve actuator type and spindle drive. | [ ]  | [ ]  | [ ]  | Actuator: Electric / Manual / Pneu.Spindle drive: Geared / Direct |
| 6 | Confirm valve type and seating type is correct as specified and according to expected service and obtain durometer reading. | [ ]  | [ ]  | [ ]  | Seating type:Durometer reading:  |
| 7 | Confirm if O&M Manuals have been provided (hardcopy / softcopy). | [ ]  | [ ]  | [ ]  | Hardcopy / softcopy? (please circle) |
| 8 | Confirm that any special tools required to operate the valve have been provided if ordered from the Manufacturer. | [ ]  | [ ]  | [ ]  |  |
| 9 | Check that flange faces are clean and are free from any defects resulting from corrosion or any other causes. | [ ]  | [ ]  | [ ]  |  |
| 10 | Inspect valve to ensure equipment is adequately clean. | [ ]  | [ ]  | [ ]  |  |
| ***MATERIALS AND ARRANGEMENT*** |
| 11 | Verify construction materials (refer to valve name plate) with specification and relevant drawings. | [ ]  | [ ]  | [ ]  |  |
| 12 | Measure face to face length of valve and verify correct length with Manufacturer dimensions or general arrangement drawing(s). | [ ]  | [ ]  | [ ]  | Length:Checked against: MF Dimensions / G.A. Dwg |
| 13 | Confirm flange details on name plate match specifications. | [ ]  | [ ]  | [ ]  | Flange Standard:Flange Type:Flange Size:Flange Class: |
| 14 | Measure flange diameter and raised face (if applicable), and verify with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | Flange Diameter: Raised Face Diameter:  |
| 15 | Measure pitch circle diameter of valve and verify with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | PCD: |
| 16 | Count number of bolt holes and measure bolt hole diameters. Verify number and diameter lengths with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | No.: Dia: |
| 17 | Count number of threaded holes and measure bolt hole diameters. Verify number and diameter lengths with specification / relevant Standards. | [ ]  | [ ]  | [ ]  | No.: Dia: |
| 18 | Measure distance from centreline of valve to top of cap / handwheel and verify with specification. | [ ]  | [ ]  | [ ]  | Distance(mm):  |
| 19 | For buried applications, is the valve supplied with square spindle cap to suit extension spindle and tube? |[ ] [ ] [ ]   |
| 20 | Is the extension spindle and tube of suitable length for the buried application? |[ ] [ ] [x]   |
| ***GEARBOX (If Applicable)*** |
| 21 | Inspect gearbox cover plate fasteners and ensure they are tight with zero lubrication leakage. | [ ]  | [ ]  | [ ]  |  |
| 22 | Check that gearbox to valve body fasteners is secure.  | [ ]  | [ ]  | [ ]  |  |
| 23 | Check that gearbox / handwheel / actuator are located on correct side of valve as per GA drawings. | [ ]  | [ ]  | [ ]  | Gearbox on: RHS / LHS*Gearbox location to be determined by viewing the valve from u/s to d/s.* |

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| **3. TESTING** | **PASS** | **FAIL** | **N/A** | **COMMENTS / DETAILS** |
| 1 | Open and close the valve via the handwheel / cap (request for valve key) or electric actuator if installed and ensure operation is smooth and seating is correct. |[ ] [ ] [ ]  Valve fitted with (circle):Handwheel / Cap |
| 2 | Open and close the valve and ensure direction is correct (ACW close, CW open). Note the direction of rotation arrow shall be cast in hand-wheel. |[ ] [ ] [ ]  Direction of rotation to close:Anti-clockwise [ ]  Clockwise [ ]  |
| 3 | Confirm that open / close indication is correct. |[ ] [ ] [ ]   |
| 4 | Confirm open and close stops are set and measure to confirm disc is central when fully open and closed. |[ ] [ ] [ ]   |

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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 |