Installation Qualification Equipment
(Reference SOP: _____)

Project:		Project No:		
Equipment Description:		Serial No:		
Manufacturer:		Model No:		Equipment No:
Location:		Protocol:		

PROGRAM INDEX

Installation Qualification Equipment
(Reference SOP: _____)

4. DEMAND SPECIFICATIONS

The list below indicates the Demand Specifications that have been applied to this project.
All Demand Specifications will be filed away with this Installation Report.

Demand Specifications Available	_Used in this Project*_
1. Equipment Functional Demand Specification	Yes/No
2. Mechanical / Design Specification	Yes/No
3. Electrical Demand Specification	Yes/No
4. Instrumentation Demand Specification	Yes/No
5. Operator's Control Panel Specification	Yes/No
6. SCADA Demand Specification	Yes/No
7. Technical Documentation Specification	Yes/No
8. Safety Requirements	Yes/No
* = Please attach if Yes	Yes/No

5. EQUIPMENT - MECHANICAL

Complete a list of drawings, P&I's, specifications, purchase orders & manuals associated with the equipment/system.

Document Location of the latest versions.

Verify the accuracy of those drawings which represent the system "as built".

5.1. List of drawings.

5.1.1. Equipment

Drawing ID	Rev. No.	Description	Location	As Built Verified		Date	Verified by
				Yes	No		

Installation Qualification for Equipment
(Reference SOP: _____)

6.5.   Lubricants

Use this list to verify that the lubricants used in the system conform to the equipment manufacturer's specification or those specified by the company.

6.5.1. List Lubricants in Product Contact:

Lubricant Name	Description	Used For	Verified		Verified by:
			Yes	No	

6.5.2. List Lubricants (as detailed in design spec.) NOT in Product Contact:

List only those Lubricants detailed in the Design Specification.

Lubricant Name	Description	Used For	Verified		Verified by:
			Yes	No	

6.6.   Equipment SOP's

List all SOP's currently available or requiring to be written pertinent to the proper operation of the unit.

Ensure you reference the current version.

S.O.P. No:	Title	Date Issued

Prepared by: Date Prepared: Revision No:

Installation Qualification for Equipment
(Reference SOP: _____)

7.6. Calibration SOP's

List all SOP's pertinent to the calibration of the unit.

Ensure you reference the current version.

S.O.P. No:	Title	Date Issued

7.7. Computerised Systems Verification

7.7.1. Software

Check the microprocessors for functionality, program description and logic flow for all intended programs. Input and output checks, contactor state and indicator lights operation are to be checked.

Installation verification

Software/Equipment:

Check	Location	Verified		Verified by	Date
		Yes	No		
Applications program on hand and annotated to describe process or function **– User Requirement Specification.**					
Logic flow diagram or program description chart available and reviewed **– Functional Specification.**					
Loaded programs approved. Confirm that software is installed as per vendor instructions.	N/A				
Software Version Installed					
Ensure archiving and backup procedures followed					
Source code availability					

Prepared by: Date Prepared: Revision No:

Installation Qualification for Equipment
(Reference SOP: _____)

10.2. Cleaning Records

Record in what form cleaning records are to be kept and where e.g. log book, as a part of batch documents.

11. PREVENTATIVE MAINTENANCE

11.1. Preventative Maintenance Program Identification:

Program identification and records.

For each piece of equipment list the maintenance Task Number and maintenance period:

Equipment	Task No.	Maintenance Period

12. TRAINING RECORDS

Personnel	Type of Training	State SOP/ Training Module delivered	Signed by Trainee

13. COMMISSIONING OVERVIEW

13.1. Equipment Operation

Equipment	Equipment No.	Date run	Operation/s & duration	Report Doc. No.	Operated by:

13.2. Process Operation

Process	Date run	Operation/s & duration	OK		Report Doc. No.	Operated by:
			Yes	No		