



# PLC DISCRETE OUTPUT CHECKLIST

Project	
Facility:	Project Name:
Area :	Bid Opportunity:

PLC	
PLC ID:	Description:
Rack:	Slot:

Pt	Tag	Description	State	State Desc.	PLC Output	Field Device	Pass (P/F)
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	



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			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
			1		<input type="checkbox"/>	<input type="checkbox"/>	
			0		<input type="checkbox"/>	<input type="checkbox"/>	
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Comments:

	Company	Name	Signature	Date (yyyy/mm/dd)
<b>Tested By</b>				
<b>Witnessed By</b>				

Project	
Facility:	Project Name:
Area :	Bid Opportunity:

Instrument		
Tag:	Description:	
Manufacturer:	Model:	Serial Number:

Inspection Checklist		
No.	Item to be Inspected	Pass (P/F)
1.	Instrument type and class per P&ID and specification	
2.	Instrument tag(s) installed and correct	
3.	Installation of sensor complete and correct	
4.	Block and drain valves	
5.	Pneumatic / hydraulic tubing leak tested	
6.	Heat tracing / insulation / instrument housing	
7.	Wiring correct	
8.	Drawings marked up as-built	
9.	HMI Graphic symbol and tag correct	

State Checklist						
State	State Desc	PLC Input	Local HMI	SCADA	Alarm	Pass (P/F)
0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> N/A	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> On <input type="checkbox"/> Off	

Calibration					
Transition	Setpoint Trip Point (incl. units)	Actual Trip Point (incl. units)	Setpoint Time Delay	Actual Time Delay	Pass (P/F)
0 → 1					
1 → 0					

Comments:

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<b>Witnessed By</b>				



# INSTRUMENTATION TRANSMITTER LOOP CHECKLIST

Project	
Facility:	Project Name:
Area :	Bid Opportunity:

Instrument (Sensor / Element)		
Tag:	Description:	
Manufacturer:	Model:	Serial Number:

Transmitter		
Tag:	Description:	
Manufacturer:	Model:	Serial Number:
Units:	Design Range:	
Output	<input type="checkbox"/> 4-20 mA <input type="checkbox"/> Modbus <input type="checkbox"/> Other: <input type="checkbox"/> 0-10 V <input type="checkbox"/> Ethernet IP	

Inspection Checklist			
No.	Item to be Inspected	Comments	Pass (P/F)
1.	Instrument type and class per P&ID and specification		
2.	Instrument tag(s) installed and correct		
3.	Installation of sensor complete and correct		
4.	Block and drain valves		
5.	Pneumatic / hydraulic tubing leak tested		
6.	Heat tracing / insulation / instrument housing		
7.	Impulse lines pressure tested		
8.	Wiring correct		
9.	Drawings marked up as-built		
10.	HMI Graphic symbol, tag and units correct		



# INSTRUMENTATION TRANSMITTER LOOP CHECKLIST

Signal Validation					
Input Signal	Location	Design Value	Actual Value	Error (%)	Pass (P/F)
	Transmitter Display				
	Transmitter Output				
	Process Display				
	PLC				
	HMI				
	Transmitter Display				
	Transmitter Output				
	Process Display				
	PLC				
	HMI				
	Transmitter Display				
	Transmitter Output				
	Process Display				
	PLC				
	HMI				

Notes:

1. Attach factory calibration forms for all instruments where provided and/or specified.
2. Provide instrument parameters for each parameter changed from the factory default.

Comments:

	Company	Name	Signature	Date (yyyy/mm/dd)
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