

# Factory Acceptance Test Checklist

## Template Information

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Template ID           | factory-acceptance-test-checklist                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Version               | v1.0                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Language              | English (en)                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Number of Check Items | 58                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Source                | <a href="https://layeraudit.com">https://layeraudit.com</a>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Revision Date         | 2026-10-27                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Description           | Description: Use this Factory Acceptance Test (FAT) checklist to document the complete/incomplete FAT protocol, capture photo evidence of the entire FAT procedure, including hazard identification, safety inspection and ergonomic assessment, specify the pass/fail acceptance criteria upon the actual FAT, assign corrective actions for equipment nonconformities and validate the factory acceptance test with digital signatures of the FAT personnel. |

## Audit Information (to be completed during audit)

|                   |  |
|-------------------|--|
| Audit Date        |  |
| Auditor           |  |
| Area / Department |  |
| Escort            |  |

## Instructions

1. This template contains 58 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

## Factory Acceptance Test Checklist — Checklist

| No. | Section                             | Check Item                                                                                                                                                                                                                                        | Result | Notes / Evidence No. |
|-----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|
| 1   | Factory Acceptance Test Protocol    | Standard Work Procedures                                                                                                                                                                                                                          |        |                      |
| 2   | Factory Acceptance Test Protocol    | Certificates of Compliance                                                                                                                                                                                                                        |        |                      |
| 3   | Factory Acceptance Test Protocol    | Welding Processes Qualifications                                                                                                                                                                                                                  |        |                      |
| 4   | Factory Acceptance Test Protocol    | As-built Technical Drawings                                                                                                                                                                                                                       |        |                      |
| 5   | Factory Acceptance Test Protocol    | Instruments Calibration Certificates                                                                                                                                                                                                              |        |                      |
| 6   | Factory Acceptance Test Protocol    | Equipment Data Sheets                                                                                                                                                                                                                             |        |                      |
| 7   | Factory Acceptance Test Protocol    | Materials Data Sheets                                                                                                                                                                                                                             |        |                      |
| 8   | Factory Acceptance Test Protocol    | Standard Maintenance Procedures                                                                                                                                                                                                                   |        |                      |
| 9   | Factory Acceptance Test Protocol    | Installation, Maintenance and Users' Manuals                                                                                                                                                                                                      |        |                      |
| 10  | Factory Acceptance Test Protocol    | Recommended Spare Parts Lists                                                                                                                                                                                                                     |        |                      |
| 11  | Factory Acceptance Test Protocol    | Training Materials                                                                                                                                                                                                                                |        |                      |
| 12  | Factory Acceptance Test Protocol    | FAT Procedure                                                                                                                                                                                                                                     |        |                      |
| 13  | Factory Acceptance Test Preparation | Hazard Identification                                                                                                                                                                                                                             |        |                      |
| 14  | Factory Acceptance Test Preparation | NOISE: Consider the need for hearing protection in the test area. Will the test create higher noise levels?                                                                                                                                       |        |                      |
| 15  | Factory Acceptance Test Preparation | FIRE / IGNITION SOURCES: Consider if hot work is being conducted in the test area. Consider containment / testing requirements.                                                                                                                   |        |                      |
| 16  | Factory Acceptance Test Preparation | HAZARDOUS SUBSTANCES: Will the test involve contact with any Hazardous Substances? Refer to MSDS and consider specialized PPE / precautions.                                                                                                      |        |                      |
| 17  | Factory Acceptance Test Preparation | ASBESTOS: Consider if FAT personnel may be exposed to asbestos during this test? If unsure, check the Asbestos Register/Scope of Works for known sources.                                                                                         |        |                      |
| 18  | Factory Acceptance Test Preparation | SLIP & TRIP HAZARDS: Consider if any slip / trip hazards are present at the test site. Will the equipment to be tested form a trip hazard?                                                                                                        |        |                      |
| 19  | Factory Acceptance Test Preparation | FALLING OBJECTS: Will the factory acceptance test be performed above where others may pass? Will the FAT personnel be testing the equipment below others?                                                                                         |        |                      |
| 20  | Factory Acceptance Test Preparation | LIFTING: Consider if the FAT involves crane lifts. Ensure a lift study has been conducted.                                                                                                                                                        |        |                      |
| 21  | Factory Acceptance Test Preparation | TESTING AT HEIGHTS: Consider if FAT personnel are working at height during this test. Are they trained to perform the test?                                                                                                                       |        |                      |
| 22  | Factory Acceptance Test Preparation | TESTING OUTDOORS: Consider the ambient conditions/associated hazards. Consider precautions to prevent exposure to heat/cold.                                                                                                                      |        |                      |
| 23  | Factory Acceptance Test Preparation | ENVIRONMENTAL IMPACTS: Is there potential to release pollutants to drains, marine environment, waterways, ground, atmosphere? Is the vibration/noise emission beyond the project perimeter and generation of dust or disposal of hazardous waste? |        |                      |
| 24  | Factory Acceptance Test Preparation | Safety Inspection                                                                                                                                                                                                                                 |        |                      |
| 25  | Factory Acceptance Test Preparation | Are guard doors accessible and easy to use?                                                                                                                                                                                                       |        |                      |
| 26  | Factory Acceptance Test Preparation | Are emergency stop buttons in good locations?                                                                                                                                                                                                     |        |                      |
| 27  | Factory Acceptance Test Preparation | Are fire alarms functioning correctly?                                                                                                                                                                                                            |        |                      |

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| No. | Section                              | Check Item                                                                                     | Result | Notes / Evidence No. |
|-----|--------------------------------------|------------------------------------------------------------------------------------------------|--------|----------------------|
| 28  | Factory Acceptance Test Preparation  | Are fire extinguishers in place and clearly marked?                                            |        |                      |
| 29  | Factory Acceptance Test Preparation  | Are FAT personnel aware of the location of the first aid cabinet?                              |        |                      |
| 30  | Factory Acceptance Test Preparation  | Are emergency numbers displayed?                                                               |        |                      |
| 31  | Factory Acceptance Test Preparation  | Are safety switches installed?                                                                 |        |                      |
| 32  | Factory Acceptance Test Preparation  | Are adequate machine guards in place?                                                          |        |                      |
| 33  | Factory Acceptance Test Preparation  | Are there adequate equipment and material labels?                                              |        |                      |
| 34  | Factory Acceptance Test Preparation  | Are machinery nameplates visible?                                                              |        |                      |
| 35  | Factory Acceptance Test Preparation  | Ergonomic Assessment                                                                           |        |                      |
| 36  | Factory Acceptance Test Preparation  | MANUAL HANDLING: Consider if the FAT contains any Manual Handling Risks.                       |        |                      |
| 37  | Factory Acceptance Test Preparation  | Are all instruments or materials as close as possible to the test area?                        |        |                      |
| 38  | Factory Acceptance Test Preparation  | Are there carts, dollies, or other aids readily available for moving instruments or materials? |        |                      |
| 39  | Factory Acceptance Test Preparation  | Is the test area set up properly?                                                              |        |                      |
| 40  | Factory Acceptance Test Preparation  | Is the FAT personnel trained on safe lifting techniques, uses, and carrying devices?           |        |                      |
| 41  | Factory Acceptance Test Preparation  | Is the FAT personnel knowledgeable about ergonomics policies and procedures?                   |        |                      |
| 42  | Factory Acceptance Test Personnel    | Were pre-tests conducted?                                                                      |        |                      |
| 43  | Factory Acceptance Test Personnel    | Validate the application of corrective actions.                                                |        |                      |
| 44  | Factory Acceptance Test Personnel    | Do the design engineers and fabrication manager agree that the equipment is ready for FAT?     |        |                      |
| 45  | Factory Acceptance Test Personnel    | Are operators and maintenance personnel present?                                               |        |                      |
| 46  | Factory Acceptance Test Personnel    | Is the client aware of the acceptance criteria?                                                |        |                      |
| 47  | Factory Acceptance Test Personnel    | Are all FAT personnel equipped with the right PPE?                                             |        |                      |
| 48  | Factory Acceptance Test of Equipment | Startup process                                                                                |        |                      |
| 49  | Factory Acceptance Test of Equipment | Safety                                                                                         |        |                      |
| 50  | Factory Acceptance Test of Equipment | Control System                                                                                 |        |                      |
| 51  | Factory Acceptance Test of Equipment | User Interface                                                                                 |        |                      |
| 52  | Factory Acceptance Test of Equipment | Ergonomics                                                                                     |        |                      |
| 53  | Factory Acceptance Test of Equipment | Performance                                                                                    |        |                      |
| 54  | Factory Acceptance Test of Equipment | Shutdown process                                                                               |        |                      |
| 55  | Factory Acceptance Test of Equipment | Maintenance                                                                                    |        |                      |
| 56  | Factory Acceptance Test of Equipment | Regulatory/Sanitary Design                                                                     |        |                      |

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| No. | Section                                | Check Item                                                                                                                                                                                                 | Result | Notes / Evidence No. |
|-----|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------|
| 57  | Factory Acceptance Test of Equipment   | Conformance to Specifications                                                                                                                                                                              |        |                      |
| 58  | Post-Factory Acceptance Test Checklist | Punch List                                                                                                                                                                                                 |        |                      |
|     | Completion                             | Additional observations                                                                                                                                                                                    |        |                      |
|     | Completion                             | The equipment has been produced according to the specifications of the client. Since the equipment reliability has been verified, it is scheduled for delivery and installation at the site of the client. |        |                      |

## Factory Acceptance Test Checklist — Scoring & Sign-off

### Sign-off

|                                                     |  |
|-----------------------------------------------------|--|
| Full Name and Signature of Quality Manager          |  |
| Full Name and Signature of Client Representative    |  |
| Full Name and Signature of Head of Design Engineers |  |
| Full Name and Signature of Fabrication Manager      |  |
| Full Name and Signature of Maintenance Coordinator  |  |
| Full Name and Signature of Head Operator            |  |