

Acceptance Protocol Checks, Results & Sign-off

Record the checks, results, open items and signatures of an acceptance, so it is documented and responsibility transfers cleanly.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Project / equipment		Date	
Test type (FAT / SAT / other)		Spec / standard	
Vendor		Client	

Acceptance checks

Result: P = pass, F = fail, N/A.

#	Check	Result	Note
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Open / punch items

Severity: C = Critical, M = Major, L = Minor

#	Open item	Sev.	Owner	Due
1				
2				
3				
4				
5				
6				

Acceptance decision

Rule: acceptance is not granted while any Critical (C) item stays open; record deviations accepted.

Outcome: ☐ Accepted ☐ Accepted with punch list ☐ Rejected

Digital version: complete this checklist on phone, tablet or PC. Photos and report included.

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Client / witness

Vendor representative

Name / Signature / Date

Name / Signature / Date