

Commissioning Documentation Preparation Checklist & Open-Items Log

Confirm every test plan, procedure, checklist and drawing is defined and prepared in advance of the commissioning phase, and track what is still outstanding.



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.
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Project		Date	
Prepared by		Revision	

Documentation prepared	Ready	Draft	N/A	Notes
Test plans defined				
Test procedures written				
Commissioning checklists prepared				
Drawings issued and current				
Owner's Project Requirements (OPR) available				
Basis of Design (BoD) available				
Templates standardized for consistency				
Stakeholders involved (engineers, project managers, quality specialists)				
Documents stored in a shared, accessible (cloud-based) location				

Outstanding documents

Track documents still to be completed before commissioning starts

#	Document	Owner	Due	Status
1				
2				
3				
4				
5				
6				
7				
8				

Acceptance decision

Rule: documentation must be complete and reviewed before the commissioning phase begins.

Status: ☐ Complete ☐ Complete with open items ☐ Not ready

Prepared by

Reviewed by

Name / Signature / Date

Name / Signature / Date