

Equipment Commissioning

Key-Steps Checklist & Punch List

Walk the equipment commissioning steps in order, confirm performance against design specs, and hold every open item on the punch list.



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 / asset		Date	
Commissioning agent		System	

Key steps	Done	Open	N/A	Notes
Planning completed				
Documentation review completed				
On-site inspections completed				
System testing completed				
Issue resolution completed				
Final validation completed				
Performance meets design specs				
Complies with safety and operational standards				

Punch list — open items

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

#	Open item / deficiency	Sev.	Owner	Due	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Acceptance decision

Rule: commissioning is not accepted while any Critical (C) punch-list item stays open.

Open Critical (C): _____

Open Major (M): _____

Open Minor (L): _____



Outcome ☐ Accepted ☐ Accepted with punch list ☐ Rejected

Commissioning agent

Owner representative

Name / Signature / Date

Name / Signature / Date