

# Factory Acceptance Test (FAT)

## Witness Checklist & Punch Tracker

Run it, record it, and hold the vendor to the open items before you accept the kit.



**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](https://flowdit.com)

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| Project / Asset |  | FAT date           |  |
| Vendor          |  | PO / Order no.     |  |
| Location        |  | Buyer witness      |  |
| Vendor rep      |  | Sheet ____ of ____ |  |

| Functional                                                 | Pass | Fail | N/A | Notes |
|------------------------------------------------------------|------|------|-----|-------|
| Power-up and start-up sequence completes cleanly           |      |      |     |       |
| All operating modes run (auto / manual / maintenance)      |      |      |     |       |
| I/O verified: inputs read correctly, outputs act correctly |      |      |     |       |
| Interlocks and permissives function as designed            |      |      |     |       |
| Alarms trigger, display, and clear correctly               |      |      |     |       |
| E-stop stops all hazardous motion                          |      |      |     |       |

| Safety                                             | Pass | Fail | N/A | Notes |
|----------------------------------------------------|------|------|-----|-------|
| Guards, doors, and light curtains stop the machine |      |      |     |       |
| Emergency-stop circuit tested on every station     |      |      |     |       |
| Lockout/tagout points identified and accessible    |      |      |     |       |
| Safety PLC / safety relay validated                |      |      |     |       |
| Warning labels and signage present and legible     |      |      |     |       |

| Performance                                           | Pass | Fail | N/A | Notes |
|-------------------------------------------------------|------|------|-----|-------|
| Rated speed / throughput achieved and held            |      |      |     |       |
| Accuracy / tolerance within specification             |      |      |     |       |
| Ramp-up and ramp-down within limits                   |      |      |     |       |
| Utilities consumption within spec (power, air, water) |      |      |     |       |

| Documentation                        | Pass | Fail | N/A | Notes |
|--------------------------------------|------|------|-----|-------|
| As-built drawings provided           |      |      |     |       |
| O&M; manuals provided                |      |      |     |       |
| Spare-parts list provided            |      |      |     |       |
| Calibration certificates provided    |      |      |     |       |
| Software backup and version recorded |      |      |     |       |

## Punch list — open items

| #  | Open item / defect | Sev. | Owner | Due | Status |
|----|--------------------|------|-------|-----|--------|
| 1  |                    |      |       |     |        |
| 2  |                    |      |       |     |        |
| 3  |                    |      |       |     |        |
| 4  |                    |      |       |     |        |
| 5  |                    |      |       |     |        |
| 6  |                    |      |       |     |        |
| 7  |                    |      |       |     |        |
| 8  |                    |      |       |     |        |
| 9  |                    |      |       |     |        |
| 10 |                    |      |       |     |        |

## Acceptance decision

*Rule: the FAT is not accepted while any Critical (C) punch item remains open. Count open Critical items before signing.*

Open Critical (C): \_\_\_\_\_ Open Major (M): \_\_\_\_\_ Open Minor (L): \_\_\_\_\_

Outcome: ☐ Accepted ☐ Accepted with punch list ☐ Rejected

Buyer witness

Vendor representative

\_\_\_\_\_  
Name / Signature / Date

\_\_\_\_\_  
Name / Signature / Date