

Functional Testing

Function Test Matrix

List every function, its expected result, and a pass or fail. Nothing gets skipped.



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 / system		Date	
Discipline		Area	
Tester		Sheet ____ of ____	

Function test matrix

One row per function. Record the expected result, the actual, and pass/fail.

#	Function	Expected result	Actual	P/F	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Acceptance decision

Rule: a function is not signed off until the actual matches the expected result.

Status: ☐ All functions pass ☐ Open items on punch list ☐ Retest required

Commissioning engineer

Client witness

Name / Signature / Date

Name / Signature / Date