

Machine Commissioning

Commissioning (Cx) Checklist & Deficiency Log

From OPR and BoD review through installation, integration and functional testing to the turnover package — verify each step and log every deficiency.



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

Machine		Date	
Cx lead		Location	

Commissioning (Cx) steps	Done	Open	N/A	Notes
Owner's Project Requirements (OPR) reviewed				
Basis of Design (BoD) reviewed				
Installation and mounting verified against design				
QA/QC checklist completed with installer				
Integration test scripts and plans prepared				
Integration with BMS / other systems tested				
Functional tests performed				
Safety checks completed				
Certifications obtained				
Turnover package prepared for owner				

Deficiencies

Log issues found during testing and track to resolution

#	Deficiency	Owner	Due	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Acceptance decision

Rule: resolve open deficiencies before the machine is put into regular operation.

Result: [] Accepted [] Accepted with deficiencies [] Rejected

Name / Signature / Date

Name / Signature / Date