



Client:	Project Name:	Project No:	
Area:	Drawing No's:	Date:	Sheet: 1 of 2
Check Conducted By:	Signature:	Check Approved By:	Signature:

INSPECTION CHECKLIST FOR: PUMP INSTALLATION

The below checks are to be completed by the Mechanical Contractor prior to start up and pump commissioning

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY		
				ACCEPTABLE:	DATE:	COMMENTS:
<u>Quality Control</u>						
1	Pump type, model number and manufacturer approved for use	Yes	No	Yes	No	
2	Pumps not being used are correctly stored	Yes	No	Yes	No	
<u>Installation</u>						
1	Drawings on site are the latest issue	Yes	No	Yes	No	
2	Pump is installed in the correct location as per approved shop drawings	Yes	No	Yes	No	
3	Ensure correct impeller size installed	Yes	No	Yes	No	
4	Equipment is not damaged in any way	Yes	No	Yes	No	
5	Pump installation is secure	Yes	No	Yes	No	
6	Pump is labelled clearly, including motor size, impeller size and serial number	Yes	No	Yes	No	
7	Inertia base installed and free of any debris underneath (if applicable)	Yes	No	Yes	No	
8	Pump base plate is grouted and bolted to foundation	Yes	No	Yes	No	
9	VSD installed and commissioned (if applicable)	Yes	No	Yes	No	
10	Confirm pumps and pipes are independently supported	Yes	No	Yes	No	
11	Confirm that pipework connections to the pump are correct and include all fittings, valves and accessories as documented and flexible couplings are not directly	Yes	No	Yes	No	

NO:	DESCRIPTION:	INSPECTION:		INSPECTION HISTORY			
				ACCEPTABLE:		DATE:	COMMENTS:
	connected to the pump						
12	Confirm pump bearing lubrication is provided	Yes	No	Yes	No		
13	Confirm pump is primed with water and is vented of air	Yes	No	Yes	No		
14	Confirm safety tray provided with fall to drain point and that the base of the pump is mounted on the tray to prevent water tracking under it	Yes	No	Yes	No		
15	Confirm drainage pipework taken to appropriate drain point, without creating trip hazard	Yes	No	Yes	No		
16	Confirm all test points, sensors and gauges have been provided and installed as documented	Yes	No	Yes	No		
17	Confirm pump discharge to check valve: ≥ 5 diameters of straight pipe and before pump suction: ≥ 5 diameters of straight pipe	Yes	No	Yes	No		
18	Confirm correct electrical connection to pump	Yes	No	Yes	No		
19	Confirm all interlocks are in accordance with pump wiring schematic	Yes	No	Yes	No		
20	Confirm access to pump is adequate Access to all valves and fittings is achievable and practical	Yes	No	Yes	No		
21	Confirm all spare parts and materials not being used are correctly stored	Yes	No	Yes	No		
	Commissioning						
22	Confirm that pump impeller is free to move	Yes	No	Yes	No		
23	Confirm pump is aligned on site	Yes	No	Yes	No		
24	Confirm pump achieves design flow rate under normal operating conditions	Yes	No	Yes	No		
25	Mark alterations, sizes and location on As Built drawings for record purposes	Yes	No	Yes	No		

ADDITIONAL COMMENTS:
