



UPF ANALYTICAL INSTRUMENT INSPECTION RECORD

Work Package No: _____

Task No.: _____

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INSPECTION CHECKLIST NUMBER:					DATE:		
PROJECT NUMBER:				PROJECT NAME:			
QUALITY LEVEL: <input type="checkbox"/> QUALITY (Q) <input type="checkbox"/> RISK SIGNIFICANT (RS) <input type="checkbox"/> COMMERCIAL CONTROL (CC)							
EQUIPMENT ID:					SYSTEM:		
REFERENCE DOCUMENT NO.:			REV. NO.:	REFERENCE DOCUMENT NO.:			REV. NO.:
ITEM	DESCRIPTION	INSP. TYPE	ACC	REJ	N/A	(FE) INITIAL/DATE	(QCE/PI) INITIAL/DATE
All Analytical including Process Chromatographs, Mass Spectrometers Area Safety Monitors							
1	Verify nameplate stamping against drawings, specifications, and or instrument data sheets	I					
2	Inspect component(s) for physical damage	I					
3	Verify shipping blocks have been removed	I					
4	Calibrated in accordance with manufacture's requirements Note: Depending on the type of analyzer, a vendor representative may be required along with special calibration gasses	R/I					
Test Results							
1	Review all test results on the Instrument Calibration Record (Appendix D and E)	R					
2	Verify all test results for the above meet test acceptance criteria for the project	R					
3	Verify ranges and setpoints are in accordance with the instrument index	I					
COMMENTS:							
FIELD ENGINEER: (print/sign)					DATE:		
QUALITY CONTROL ENGINEER: (print/sign)					DATE:		