



UPF LEVEL INSTRUMENTS INSPECTION RECORD

Work Package No: _____

Task No.: _____

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DMC 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				(FE) INITIAL/DATE	(QCE/PI) INITIAL/DATE
			ACC	REJ	N/A		
Level Transmitters							
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	Calibrate in accordance with manufacture's requirements	R/I					
5	For differential Pressure Type, verify that the high/low taps are correctly connected	I					
6	Verify the correct output signal	I					
7	Verify integrity of manifold, if applicable	I					
Displacer-Type Level Instruments							
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	Calibrate in accordance with manufacture's requirements	R/I					
5	Verify the specific gravity of the floats	I					
6	Verify the correct output signal per design	I					
7	If instrument is to be calibrated in the calibration shop, verify shipping screws have been replaced to ensure the instrument is not damaged during transit or installation.	I					
COMMENTS:							
FE: (print/sign)						DATE:	
QCE: (print/sign)						DATE:	



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ITEM	DESCRIPTION	INSP. TYPE	ACC	REJ	N/A	(FE) INITIAL/DATE	(QCE/PI) INITIAL/DATE
Float Alarm Switches							
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	R/I					
5	Verify the proper float is installed and moves freely	I					
6	Verify switch type and action, i.e., open/close on an rising/ falling signal	I					
Gauge Glasses							
1	Verify nameplate stamping against drawings, specifications, and or instrument data sheets	I					
2	Inspect component(s) for physical damage	I					
3	Calibrated per manufacture's requirements	R/I					
Test Results							
1	Review all test results on the Instrument Calibration Records (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 set points are in accordance with the instrument index	R/I					
COMMENTS:							
FE: (print/sign)						DATE:	
QCE: (print/sign)						DATE:	