

INSTRUMENT LOOP CHECK SHEET

Company: Your Company Name / Logo

Doc no: Rev:

Yellow cells: enter data. Grey cells: calculated automatically. Free template from instrumentationblog.in

Loop details

Loop number		Tag number	
Service		Instrument type	
Range LRV		Range URV	
Unit		I/O type	
System / controller		Card / channel	
Junction box		Field cable / multipair	
P&ID number		Loop drawing number	
Loop tolerance ($\pm$ % span)		Test date	

Pre checks

No	Check item	Status	Remarks
1	Instrument installed as per hook up drawing and tag plate fitted		
2	Process connection, impulse lines and manifold leak tested		
3	Cable glanded, terminated and ferruled as per termination schedule		
4	Insulation resistance of loop cable checked (≥ 100 M Ω at 500 V DC, instrument disconnected)		
5	Continuity and polarity checked field to marshalling to I/O card		
6	Shield earthed at one end only (control room side)		
7	IS barrier / isolator type matches the loop drawing (if IS loop)		
8	Instrument range and configuration match the data sheet		

Loop test: signal injected at the field, reading checked on DCS / PLC display

Injected (%)	Injected (mA)	Expected reading	DCS / PLC reading	Error (% span)	Result	Remarks
0	4.00					
25	8.00					
50	12.00					
75	16.00					
100	20.00					
Loop test result						

Alarm and trip check

Alarm	Set point	Activated at	Deviation	Shown on HMI and logged?	Remarks
LL					
L					
H					
HH					

Contractor	Owner / client	DCS vendor
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: