

SITE ACCEPTANCE TEST (SAT) CHECKLIST

Company: Your Company Name / Logo

Doc no: Rev:

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

Project			
Project		Client	
System		Site	
SAT start date		SAT procedure	

Test checklist					
No	Section	Check item	Acceptance criteria	Result	Remarks
1	Pre requisites	FAT punch items closed or accepted	No open category A items		
2	Pre requisites	Panel installed, levelled, earthed and glanded	As per layout and earthing drawings		
3	Pre requisites	Field installation checklists and cold loop checks complete	Signed records available		
4	Power	UPS and power distribution energised, voltages checked	Within $\pm 5\%$ of nominal		
5	Power	Earth resistance of instrument earth pit	As specified, typically $\leq 1\ \Omega$		
6	System	System healthy after power up, no diagnostic alarms	All cards and nodes healthy		
7	System	Time synchronisation across controllers and HMIs	All nodes show the same time		
8	Loops	Hot loop checks of all field instruments	Loop check sheets signed		
9	Loops	Control valves stroked from HMI	Position matches demand		
10	Loops	Motor start / stop and feedback from MCC	Correct status and fault indication		
11	Communication	Links to MCC, VFDs, analysers and package PLCs	Live data verified		
12	Communication	Link to plant historian / MES	Tags updating		
13	Logic	Interlocks tested with real field devices	As per cause and effect		
14	Logic	Start up and shutdown sequences dry run	As per operating philosophy		
15	HMI	Alarm set points and priorities as per alarm list	Verified		
16	HMI	Reports, trends and printers working	Verified		
17	Final	Operator training completed	Attendance record		
18	Final	As built drawings, backups and manuals handed over	Transmittal signed		
PASS				0	
FAIL				0	

Not yet tested	18
SAT status	

Contractor	Client	Operations
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: