

YOKOGAWA 	DOCUMENT NUMBER: SNW-QM-125
DOCUMENT TITLE: Test Records	

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0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo	Lee Kock Hin

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representative

1 Internal Test records

Internal test records are considered important quality assurance records of the project.

The project team shall maintain internal test records to demonstrate that system verification has been completed, and that the system is constructed, assembled & configured in accordance with design and functional specifications.

The internal test records are compiled and organized by the project team according to the system being tested. It is based on the FAT test procedure and report.

The Department / Project Manager, who is part of a review team, shall review the internal test records to determine that verification has been appropriately completed and that the verification records are in order. He/She will report his/her observations in the Pre-FAT Project Management and Engineering milestone checksheet.

The review team may verify any test item of the system (at their discretion) to resolve unclear aspects (if any) concerning the internal test records.

2 FAT records

The project team shall maintain FAT records to demonstrate that system validation has been completed and that the system meets the clients requisition specifications and intended purpose.

FAT procedures and reports are specific to the project and to the system delivered.

FAT report and FAT certificate of completion shall be signed by the client to indicate acceptance of the system for delivery to site and subsequent installation at the site.

FAT completion certificate shall be signed by the client at the end of the FAT and filed by the PM.

Note:

The FAT completion certificate is an important milestone document. It shall be signed by the client and filed by the PM. It is used for record purpose and as a supporting document for invoice to client. However, it is not a quality record.

3 FAT punch list

FAT punch-list is an important quality record for the project and system delivered. It gives an indication of the engineering changes made to the system during the FAT. This serves as a possible guide for continual improvement in the project execution and engineering work for future similar projects.

Punch lists are reviewed within PSC, at the end of the project, for continual improvement.

4 SAT records

The project team shall maintain SAT records to demonstrate that system validation has been completed and that the system meets the clients requisition specifications and intended purpose.

SAT procedures and reports are specific to the project and to the system delivered.

SAT report and SAT certificate of completion shall be signed by the client to indicate acceptance of the system installed at the site.

Note:

The SAT completion certificate is an important milestone document. It shall be signed by the client and filed by the PM. It is used for record purpose and may be used as a supporting document for invoice to client. However, it is not a quality record.

5 SAT punch list

SAT punch list are an important quality record for the project and system delivered. It gives an indication of the engineering changes made to the system during the SAT. This serves as a possible guide for continual improvement in the project execution and engineering work for future similar projects.

Punch lists are reviewed within PSC, at the end of the project, for continual improvement.

6 End of Document