SAMPLE CO.

PUNCH LIST FORM

Punch List No
PL-0012
Page 1

SH1 / MC1 No	Pump house & manifold — hand-over	**Discipline**	**Mechanical**
Description	Sample Project · Pumping Station · Contractor B (Mech & Piping)	**Location**	**A200**
Punch list raised by	Site Engineer	**Phase**	**MC**
Date	21 Nov 2026		

Performing body	Date	Print name	Contractor signature	Company signature
Construction				
Commissioning				
Operations				

Category "A": major items that shall be completed or corrected before the equipment can be safely energised / commissioned or operated, and before handover is acceptable.
Category "B": minor items that can be completed or corrected later, allowing commissioning / operation without implications for the safety of plant and personnel.

Item No	Date	Tag No.	Description (should include reference to Drawing No. & Rev)	Cat. A or B	Discipline	Responsibility	Completed Date	Completion Status	Contractor Signature	Accepted By (Initial / date)
001	21-Nov-26	na	Two support bolts not torqued	A	Mechanical	Contractor B		Open		
002	21-Nov-26	na	Cladding edge flashing missing at the corner	B	Civil & structural	Contractor A		Open		
003	21-Nov-26	na	Valve tags not fixed	B	Mechanical	Contractor B	21-Nov-26	Completed		
004	21-Nov-26	na	Ring wall surface repair	B	Civil & structural	Contractor A	21-Nov-26	Completed		Site Engineer · 21-Nov-26

SAMPLE CO.

INSPECTION / PUNCH LIST

Pump house & manifold — hand-over · Sample Project · Pumping Station

PL-0012

Project	Inspection	Area	Contractor
		A200 · Pump House	

Date	Inspected by	Discipline	Report no.
21 Nov 2026		**Mechanical**	**PL-0012**

4	2	1	1	1
Items	Open	Cleared · to accept	Accepted	Cat A not accepted

BY CATEGORY

General — **4** — 3 open

CATEGORIES

- **A** must be cleared before completion / handover (safety, integrity)
- **B** does not stop completion — cleared by the target date

Open → Cleared (contractor, «after» photo) → Accepted (inspector)

PUNCH ITEMS

No	Sub-system / Tag	Cat	Discipline	Description	Action by	Raised	Status
001	A100	A	Mechanical	Two support bolts not torqued	Contractor B	21-11-2026 target 23-11-2026	Open
002	A200	B	Civil & structural	Cladding edge flashing missing at the corner	Contractor A	21-11-2026 target 24-11-2026	Open
003	A100	B	Mechanical	Valve tags not fixed	Contractor B	21-11-2026	Cleared
004	A510	B	Civil & structural	Ring wall surface repair	Contractor A	21-11-2026	Accepted

001 Cat A Mechanical

Open



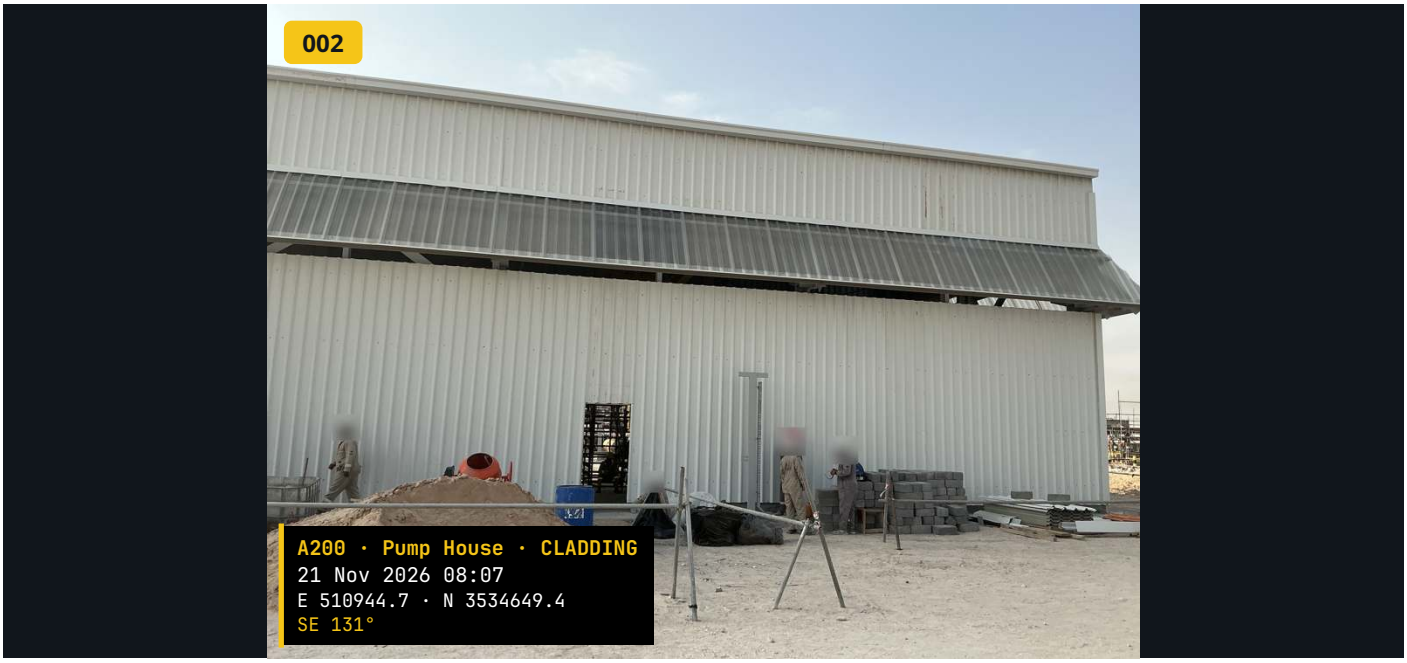
Two support bolts not torqued

Tag	Location	Action by	Target
—	—	**Contractor B**	**23-11-2026**

Raised	Cleared	Accepted
21-11-2026	—	0 day(s) open

002 Cat B Civil & structural

Open



Cladding edge flashing missing at the corner

Tag	Location	Action by	Target
—	—	**Contractor A**	**24-11-2026**

Raised	Cleared	Accepted
21-11-2026	—	0 day(s) open

003 Cat B Mechanical

Cleared

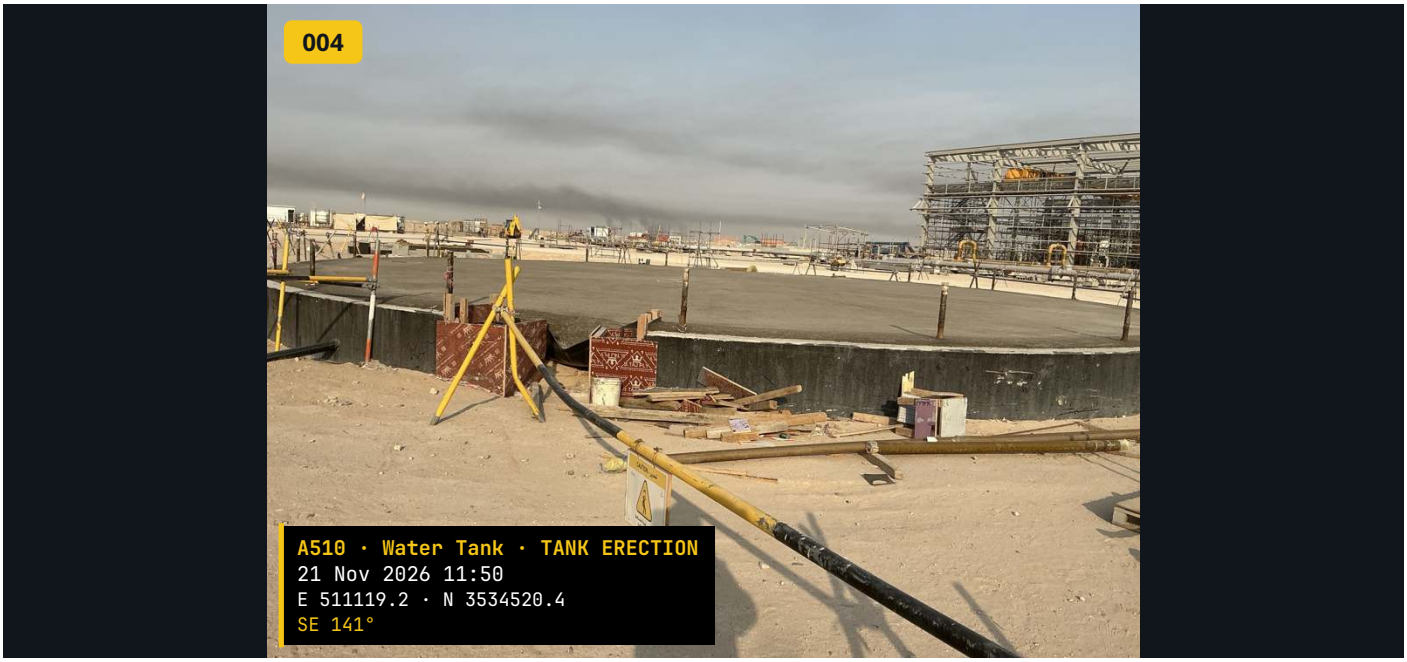


Valve tags not fixed

Tag	Location	Action by	Target
—	—	**Contractor B**	—

Raised	Cleared	Accepted
21-11-2026	**Contractor B · 21-11-2026**	0 day(s) open

004 Cat B Civil & structural Accepted



Ring wall surface repair

Tag	Location	Action by	Target
—	—	**Contractor A**	—

Raised	Cleared	Accepted
21-11-2026	**21-11-2026**	**Site Engineer · 21-11-2026**

Inspected by — name / signature / date

Contractor representative — name / signature / date