

# Valve Inspection and Order Document Checklist

Choose the records required for the actual order. Mark each item as required, not required, or subject to supplier confirmation. Do not assume that every document is included in a standard quotation.

| Document or record                             | Required                                                 | Supplier status / reference |
|------------------------------------------------|----------------------------------------------------------|-----------------------------|
| Approved valve datasheet                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Approved drawing and dimensions                | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Technical deviation list                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Bill of materials                              | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Material certificates                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Heat or batch traceability record              | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Incoming inspection record                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Dimensional inspection record                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Shell pressure test record                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Seat leakage test record                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Functional or actuator test record             | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Coating or paint inspection record             | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| NDE record where specified                     | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Calibration references for measuring equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Nameplate and marking approval                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Packing and shipping-mark approval             | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Product and packing photographs                | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Third-party inspection release note            | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |
| Packing list and commercial invoice            | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____                       |

| Document or record   | Required       | Supplier status / reference |
|----------------------|----------------|-----------------------------|
| Final document index | [ ] Yes [ ] No | _____                       |

Place document requirements in the RFQ and purchase order. If a document needs third-party witnessing, special material testing, translation, or a fixed submission date, state it before production begins.

# Final package review

Order / PO: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Missing or pending records: \_\_\_\_\_