

Factory Acceptance Test Record

A factory acceptance test record linking equipment, approved test procedures, witnessed results, deviations, retests and dispatch decisions.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records tests against a supplied specification. It is not a declaration of conformity, machinery safety assessment or automatic authorisation to dispatch equipment.

HSE explains that products must meet applicable supply legislation. A customer's factory acceptance test records agreed checks; it does not by itself establish conformity with all relevant legal requirements.

2. Equipment and agreement

Equipment, serial number and build revision *

Customer order and specification revision *

Approved test protocol and revision *

Customer and supplier witnesses

Instrument list and calibration references

3. Test results

Test step (copy this block for each one)

Step ID and requirement *

Method and test conditions *

Acceptance criterion and source *

Actual result and evidence reference *

Outcome * (choose one)

☐ Pass ☐ Fail ☐ Not tested

Deviation or reason not tested * (if applicable)

4. Deviations and release

Open punch-list and deviation references

Retests and linked results

Customer acceptance status * (choose one)

- ☐ Accepted
☐ Accepted with recorded conditions
☐ Not accepted
☐ Decision pending

Conditions and authorised decision reference

List unresolved items and the evidence needed to close them. Separate acceptance of witnessed tests from permission to dispatch.

Separate dispatch authorisation reference

Supporting photos (photos: attach, or note the file names)

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.