

Site Acceptance Test Record

A site acceptance test record linking installed equipment, approved test cases, expected results, observed evidence, deviations and acceptance 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 is a project test record, not a product conformity certificate, permission for hazardous testing or automatic contractual acceptance.

HSE explains that work equipment whose safety depends on installation needs appropriate inspection before use. A site acceptance test records agreed tests; its scope must be distinguished from statutory inspections and product conformity duties.

2. Test basis

Installed system and location *

Approved protocol and revision *

Hardware/software configuration *

Prerequisites, safe test controls and authority *

List the conditions needed for the agreed tests and whether each was available. Distinguish a test not run from a passed test.

3. Test cases

Test case (copy this block for each one)

Case ID and requirement *

Approved method reference *

Expected result and criterion *

Actual result and evidence reference *

Outcome * (choose one)

☐ Pass ☐ Fail ☐ Not run

Deviation, restriction and retest reference * (if applicable)

4. Acceptance review

Witnesses and organisations

Open defects and restrictions *

Review decision * (choose one)

☐ Accepted within agreed scope

☐ Conditional acceptance

☐ Rejected or incomplete

Decision basis and authorised reviewer *

Separate contractual acceptance reference

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.