



TLT ENGINEERING INDIA PVT. LTD.

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SERVICE ENGINEER REQUISITION FORM

(To be filled, stamped, signed, scanned/faxed and mailed to nilay@hsgroupcal.com by Customer,
minimum 7 days prior to scheduled departure of Service Engineer)

**NOTE : IN CASE, SPACE BELOW ALLOTTED IS FELT INSUFFICIENT,
PLEASE ADD PAGES AS ANNEXURES**

Feed back from customer before deputation of engineer at site :

Date :

Requirement of service engineer (Tick mark only)

- For erection purpose
- For Pre-Commissioning purpose
- For Commissioning purpose
- For Performance Guarantee Test

For erection purpose

Yes /No

1. Materials received as per TLT dispatch documents
2. Availability of GA drawing at site
3. Availability of instruction manual at site
4. Short supply of any item as per TLT dispatch challan

If so, please specify the items

- a)
 - b)
 - c)
 - d)
5. Foundation status
 - a. Foundation ready in all respect
 - b. Dimension checks of foundation including the pocket size check done by client's representative
 6. Availability of the Motor at site
 7. Readiness of Inlet & Outlet Duct
 8. Availability of following machines and instruments at site :-
 - a. Welding Machine
 - b. Oil Bath
 - c. Dial Gauge With Magnetic Mounting arrangement
 - d. Spirit level
 - e. Filler gauge
 - f. Standard Tools and Tackles
 9. Availability of Manpower at site
 - a. Mill Wright Fitter ----- no. of persons
 - b. Semi skilled & Unskilled Labour Force -----no. of persons

For pre commissioning / commissioning activities

YES/ NO

- 1) Erection Done by TLT / Client
- 2) Erection done as per TLT erection check list
- 3) Availability of lubricant (Oil / Grease) at site

- 4) Status of electrical connection with motor
- 5) Readiness of upstream and downstream system of Fan to be hooked up
- 6) Readiness of instrumentation
 - a) Actuator calibration and connection
 - b) Mounting of vibration sensor and connection
 - c) Filling of specified oil into fan supply unit
 - d) Fixing and connection of RTD on housing for measuring bearing temperature
- 7) Fixing of inlet and / or outlet damper
- 8) Availability of emergency switch nearer to fan
- 9) Erection of inlet/outlet duct with fan inlet/Outlet

Name :

Designation :

Signature :

Action taken from TLT :