

# TLT ENGINEERING INDIA PVT. LTD.

2<sup>nd</sup> floor, premises no 3, Flat no. A4, North Road, P. S. Jadavpur. **Kolkata** – 700032.  
Tel : (033) 3244 4168, 3250 5912  
e-mail : [tltservice@tltegg.com](mailto:tltservice@tltegg.com)

## SERVICE ENGINEER REQUISITION FORM

Form No. :

FR - 51

Rev. : 00. Issue Date : 7-Jul-2010

Please provide **all** the required information below and e-mail it to the above mentioned address

**Minimum 7 days notice required, prior to the desired date of service.**

**NOTE:** In case space provided below is insufficient, please add extra pages as an annexure.

**Date :** \_\_\_\_\_

**Service engineer required at site for :** ( Please put tick mark or "Y" where applicable )

Erection of fan(s)	
Pre-Commissioning purpose	
Commissioning purpose	
Performance Test	

**Note :** If you need service for failure or problem with an installed / running fan, please download and send us the **Failure Form – Data from Customer** file available on our website : <http://www.tltindia.com/service.php>

**ONLY if service is required for Erection Purposes, please complete the following :**

No.	Particulars	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 respects ?		
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	Are the following available readily at site : a) Welding Machine ..... b) Oil Bath ..... c) Dial Gauge (3 no) With Mounting arrangement ..... d) Spirit & master level ..... e) Filler gauge ..... f) Standard Tools and Tackles ..... g) Grinding & cutting set.....		

**For pre-commissioning / commissioning assistance, please complete the following:**

No.	Particulars	Yes	No
1	Was the fan(s) erected in presence of TLT Representative ?		
2	Was erection done as per TLT erection check list ?		
3	Availability of lubricant (Oil / Grease ) at site		
4	Is electrical connection with motor completed ?		
5	Are upstream and downstream systems for Fan(s) hooked up ?		
6	Readiness of instrumentation : a) Actuator calibration and connection (If applicable)..... b) Mounting of vibration sensor and connection (If applicable)... c) Fixing and connection of RTD on housing for measuring Bearing temperature ( If applicable)..... d) Interlock if any with the system.....		
7	Are the inlet and / or outlet dampers fixed ?		
8	Drive ready for start up of the fan ?		

**If service is required for any other reasons, please provide details below :**

1	
2	
3	

**Other Information :**

Site Ref. :		TLT Job No. :	
Work Order No :		Work Order Date :	
No. of fans ready for erection :		No. of fans ready for commissioning:	
Name of Contact person at site :		Contact number :	
Date TLT service required from :		Date material received at site :	
Name : _____			
Designation : _____			
Signature : _____		Date : _____	

---

---

***FOR OFFICE USE ONLY***

S. R. No. :		Type :	Free / Paid
Date Service Request Recd :		Service Engineer assigned :	
Scheduled departure of Service Engineer :		Scheduled Return / Free date :	
Travel / Accommodation details :			
Reimbursable expenses, if any :			