### Inspection & Test Record

**for Alignment of Belt-driven Rotating Equipment**

**Record No.: ———**

**Client:** ———

**Subcontractor:** ———

**Project No.: ———**

**Subcontract P.O. No.: ———**

**Project Name:** ———

**Additional information:**

**Vendor:**

**Reference Document:**

**P.O. No.:**

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**Items to inspect**

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Company</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>inspected initials/date</td>
<td>Hold Point</td>
<td>inspected initials/date</td>
</tr>
</tbody>
</table>

### 1.0 Pulley alignment

Feeler gauge/straight edge on pulley faces

![Straight edge diagram](A1,A2,A3,A4)

**View from top**

- A1: 1/100 mm
- A2: 1/100 mm
- A3: 1/100 mm
- A4: 1/100 mm

### 2.0 Belt tension

Adjust C to vendor’s recommendation

C: ________________ mm

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**H** - Company’s presence is mandatory for all activities in section.

**h** - Company’s presence is mandatory.

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### Accepted

**Accepted for Subcontractor**

| Name: ——— | Signature: ——— | Date: ——— |

**Accepted for Company**

| Name: ——— | Signature: ——— | Date: ——— |

**Accepted for Client**

| Name: ——— | Signature: ——— | Date: ——— |

* Company only initials for holdpoint