

Template for Testing Check-Off (Test being done)

Group performing test

Main person in-charge of test

Other personnel working on the test

Set-up Phase

Initials	Check-off list item
JS	1. Put on safety equipment (gloves, eye protection, etc...)
	2. Be very SPECIFIC with steps
	3. Think about what will need to be done while setting up for this test.
	4. What materials will be needed? What tools? What safety devices?
	5.
	6.

Start-up Phase

Initials	Check-off list item
JS	7. Take of (insert test equipment here) cover.
	8. Be very SPECIFIC with steps
	9. Think about what steps need to occur during the start-up phase.
	10.
	11.
	12.
	13.

Do this for the set-up, start-up, testing, shut-down, and clean-up phases. Also please be as specific as possible.