



MEPTURA

ENGINEERING BEYOND POSSIBILITIES

STANDARD REPORTS

The documents issued at every stage of a project

Blank templates for the five reports Meptura (Pvt) Ltd issues during a project, so a client or consultant can see the format and the data captured before work begins.



Authorised Agent, Sri Lanka

Meptura (Pvt) Ltd represents Armstrong Fluid Technology — designers and manufacturers of intelligent fluid flow equipment since 1934.

MEPTURA (PVT) LTD
95/3/A, SADAHAM MAWATHA
WALPOLA, ANGODA
WESTERN PROVINCE, SRI LANKA

DOCUMENT MEP/SR/01
ISSUE 1 · 2026

ABOUT THIS PACK

Five reports, one project

Each stage of a project produces a document. Taken together they form the record of what was surveyed, what was proposed, what was installed, what it measured at commissioning, and what has been done to it since.

#	REPORT	ISSUED	PAGE
R1	Site Survey Report	After the initial site visit, before any proposal is priced	03
R2	Technical Submittal	After order, for consultant approval before procurement	05
R3	Commissioning & Performance Test Record	At commissioning, witnessed	07
R4	Fire System Test Certificate	At commissioning of fire detection and suppression	09
R5	Service & Maintenance Report	After every planned or reactive visit	11

Document control

Every report carries a reference in the form MEP/<TYPE>/<YEAR>/<NNNN>, a revision number, the date of issue and the name of the engineer responsible. A revised report supersedes the previous one and says so on its face.

Why blank templates are published

A consultant can see what will be measured before agreeing to it, and can ask for an additional parameter at design stage rather than discovering at handover that it was never recorded. It is easier to add a column now than to revisit a plant room later.

REPORT R1

Site Survey Report

REPORT REFERENCE

DATE OF SURVEY

SURVEYED BY

REVISION

CLIENT

PROJECT / SITE

SITE CONTACT

TELEPHONE

EMAIL

1 – Purpose of survey

SCOPE AND REASON FOR THE VISIT

2 – Existing installation

ITEM	MAKE AND MODEL	RATING	AGE	CONDITION

3 – Measured parameters

PARAMETER	MEASURED	DESIGN / NAMEPLATE	INSTRUMENT USED
Flow			
Head / pressure			
Supply temperature			
Return temperature			
Current drawn			
Voltage			
Power			
Running hours			

REPORT R1, CONTINUED

Site Survey Report

4 – Site constraints

CONSTRAINT	APPLIES	DETAIL
Access for plant removal	☐ Yes ☐ No	
Headroom / lifting	☐ Yes ☐ No	
Electrical supply capacity	☐ Yes ☐ No	
Permitted shutdown window	☐ Yes ☐ No	
Noise or vibration limits	☐ Yes ☐ No	
Hot works restrictions	☐ Yes ☐ No	
Working at height / confined space	☐ Yes ☐ No	

5 – Duty on which any proposal will be based

FLOW REQUIRED

HEAD REQUIRED

FLUID / TEMPERATURE

REDUNDANCY

6 – Observations and recommendation

FINDINGS, RISKS AND RECOMMENDED ACTION

Photographs. Reference each photograph to the item it records, and attach them as an appendix. A survey without photographs is difficult to rely on three months later.

SURVEYED BY – NAME, SIGNATURE,
DATE

REVIEWED BY – NAME, SIGNATURE,
DATE

CLIENT ACKNOWLEDGEMENT

REPORT R2

Technical Submittal

SUBMITTAL REFERENCE

DATE

REVISION

PREPARED BY

PROJECT

CONSULTANT / CLIENT

SPECIFICATION SECTION

DRAWING REFERENCE

FOR APPROVAL BY

1 – Equipment offered

TAG	DESCRIPTION	MAKE / MODEL	QTY	ORIGIN

2 – Selection against duty

PARAMETER	SPECIFIED	OFFERED	COMMENT
Flow			
Head / pressure			
Efficiency at duty			
Motor rating			
Motor efficiency / supply			
Connection size / materials			
Noise / weight			

3 – Clause compliance

CLAUSE	REQUIREMENT	STATUS	WHERE SATISFIED / DEVIATION
		☐ C ☐ D	
		☐ C ☐ D	
		☐ C ☐ D	

C = complies · D = deviation, described in the final column. A deviation stated here and accepted is not a defect later.

REPORT R2, CONTINUED

Technical Submittal

4 – Attachments

DOCUMENT	ATTACHED	REFERENCE
Manufacturer datasheet	☐ Yes ☐ N/A	
Performance curve with duty point marked	☐ Yes ☐ N/A	
Part-load performance data	☐ Yes ☐ N/A	
Dimensional drawing	☐ Yes ☐ N/A	
Wiring and control schematic	☐ Yes ☐ N/A	
Certification (UL / FM / ASME / AHRI)	☐ Yes ☐ N/A	
Spare parts list and warranty statement	☐ Yes ☐ N/A	

5 – Interfaces to other trades

INTERFACE	RESPONSIBILITY	REQUIREMENT
Electrical supply and isolation		
BMS / control signals		
Fire alarm interface		
Civil, plinth, access and lifting		

6 – Approval

STATUS	COMMENTS
☐ Approved as noted	☐ Approved
☐ Revise and resubmit	☐ Rejected

PREPARED BY – MEPTURA

REVIEWED BY – CONSULTANT

APPROVED BY – CLIENT

REPORT R3

Commissioning & Performance Test Record

RECORD REFERENCE

DATE OF TEST

EQUIPMENT TAG

REVISION

PROJECT

EQUIPMENT MAKE AND MODEL

SERIAL NUMBER

DESIGN DUTY

TEST STANDARD APPLIED

1 – Pre-commissioning checks

CHECK	RESULT
Installation to manufacturer’s instructions	☐ Pass ☐ Fail
Alignment verified (where applicable)	☐ Pass ☐ Fail
Rotation direction confirmed	☐ Pass ☐ Fail
System flushed and filled, air vented	☐ Pass ☐ Fail
Electrical supply, earthing and isolation verified	☐ Pass ☐ Fail
Overload settings correct	☐ Pass ☐ Fail
Controls configured; safety devices proven	☐ Pass ☐ Fail

2 – Performance readings

TEST POINT	FLOW	SUCTION	DISCHARGE	HEAD	SPEED	CURRENT	VOLTAGE	POWER
Shut-off								
25% duty								
50% duty								
75% duty								
100% duty								
150% duty								

Record the instrument used and its calibration date for every measured quantity. An uncalibrated reading is an opinion.

REPORT R3, CONTINUED

Commissioning & Performance Test Record

3 — Result against design

PARAMETER	DESIGN	MEASURED	DEVIATION	WITHIN TOLERANCE
Flow at duty				☐ Yes ☐ No
Head at duty				☐ Yes ☐ No
Absorbed power				☐ Yes ☐ No
Efficiency at duty				☐ Yes ☐ No
Noise level				☐ Yes ☐ No
Vibration				☐ Yes ☐ No

4 — Instruments used

INSTRUMENT	SERIAL NUMBER	CALIBRATION DATE	CALIBRATION DUE

5 — Outstanding items

#	ITEM	RESPONSIBILITY	TARGET DATE
1			
2			
3			

6 — Declaration

THE EQUIPMENT ABOVE HAS BEEN COMMISSIONED AND TESTED AS RECORDED. EXCEPTIONS ARE LISTED IN SECTION 5.

COMMISSIONED BY — MEPTURA
ENGINEER

WITNESSED BY — CONSULTANT

ACCEPTED BY — CLIENT

REPORT R4

Fire System Test Certificate

CERTIFICATE REFERENCE

DATE OF TEST

REVISION

TESTED BY

PROJECT / PREMISES

SYSTEM TYPE

STANDARD APPLIED

PANEL MAKE AND MODEL

AUTHORITY HAVING JURISDICTION

1 – Detection devices

LOOP	ADDRESS	LOCATION	TYPE	TESTED	RESULT
				☐	☐ P ☐ F
				☐	☐ P ☐ F
				☐	☐ P ☐ F
				☐	☐ P ☐ F
				☐	☐ P ☐ F

Continue on a device schedule appendix where the loop exceeds this table. Every addressable device is tested individually.

2 – Cause and effect

INITIATING EVENT	REQUIRED RESPONSE	PROVEN
Detector in alarm	Sounders, panel indication, BMS signal	☐ Yes ☐ No
Manual call point	Immediate evacuation signal	☐ Yes ☐ No
Sprinkler flow switch	Alarm, pump start signal	☐ Yes ☐ No
Alarm confirmed	AHU shutdown, damper closure	☐ Yes ☐ No
Alarm confirmed	Lift homing to designated floor	☐ Yes ☐ No
Alarm confirmed	Access control release on escape routes	☐ Yes ☐ No
Suppression release	Pre-discharge warning, abort, discharge	☐ Yes ☐ No
Mains failure	Battery standby for required duration	☐ Yes ☐ No

REPORT R4, CONTINUED

Fire System Test Certificate

3 – Fire pump test

CONDITION	FLOW	SUCTION PSI	DISCHARGE PSI	NET PSI	SPEED RPM	AMPS	VOLTS
Churn / no flow							
100% rated flow							
150% rated flow							
FIRE PUMP CHECK							RESULT
Automatic start on pressure drop							☐ Pass ☐ Fail
Manual start and stop							☐ Pass ☐ Fail
Jockey pump cut-in and cut-out settings							☐ Pass ☐ Fail
Diesel engine start on both battery banks							☐ Pass ☐ N/A
Alarm signals to panel and BMS							☐ Pass ☐ Fail
Relief valve and test header operation							☐ Pass ☐ Fail

4 – Defects and outstanding works

#	DEFECT	RESPONSIBILITY	CLEARED
1			☐ Yes ☐ No
2			☐ Yes ☐ No
3			☐ Yes ☐ No

Declaration. The system described above has been installed and tested in accordance with the standard stated, and performs as recorded. Any exception is listed in section 4 and the system is not to be regarded as complete until those items are cleared.

TESTED BY – MEPTURA ENGINEER

WITNESSED BY – CONSULTANT

RECEIVED BY – CLIENT / AHJ

REPORT R5

Service & Maintenance Report

REPORT REFERENCE

DATE OF VISIT

TIME IN / OUT

ENGINEER

CLIENT / SITE

CONTRACT REFERENCE

VISIT TYPE

☐ Planned ☐ Reactive ☐ Warranty

EQUIPMENT COVERED

NEXT VISIT DUE

1 – Work carried out

DESCRIPTION OF WORK

2 – Readings taken

EQUIPMENT	FLOW	PRESSURE	TEMP IN	TEMP OUT	AMPS	VOLTS	HOURS RUN

3 – Parts used

PART NUMBER	DESCRIPTION	QTY	CHARGEABLE / WARRANTY

4 – Defects found and recommended action

#	DEFECT	SEVERITY	RECOMMENDED ACTION
1		☐ Urgent ☐ Routine	
2		☐ Urgent ☐ Routine	

SYSTEM LEFT IN SERVICE

☐ Yes, fully operational ☐ No – see defects

FOLLOW-UP REQUIRED

☐ Quotation to follow ☐ Return visit booked

ENGINEER – NAME, SIGNATURE, DATE

CLIENT REPRESENTATIVE – SIGNATURE

REVIEWED BY – MEPTURA

DOCUMENT CONTROL

Using these templates

Numbering

Each report is referenced MEP/<TYPE>/<YEAR>/<NNNN>, where TYPE is SUR, SUB, CTR, FTC or SMR, the year is the financial year of issue, and NNNN runs sequentially. A revision adds -R1, -R2 and so on. A revised report states which issue it supersedes.

Retention

Commissioning records and fire test certificates are retained for the life of the installation. Service reports are retained for the duration of the contract and five years beyond it. Copies are held both on site in the O&M manual and in our own records.

Asking for a change

If a consultant or client wants an additional parameter recorded, say so at design stage. Adding a column to a template costs nothing; returning to a plant room to take a reading that nobody captured costs a visit.

Why these are published blank. A client should be able to see what will be measured, and what will not, before agreeing to it. Publishing the format removes the argument at handover about whether something was in scope to record.

Related documents

MEP/CP/01	Company Profile
MEP/PR/01	Product Range & Specifications
MEP/SR/01	Standard Reports (this document)

Contact

ENQUIRIES	inquiries@meptura.com
WEB	meptura.com
REGISTERED OFFICE	95/3/A, Sadaham Mawatha, Walpolu, Angoda, Western Province, Sri Lanka



AUTHORISED AGENT · SRI LANKA



Issue 1, 2026. Meptura (Pvt) Ltd, Colombo, Sri Lanka.