

Project Proof / FAT Planning Checklist

Use this checklist to structure the project before final quotation and production. It is a planning template, not a completed FAT report or a performance guarantee.

BUYER / COMPANY

Name and project reference

COUNTRY / REGION

Destination and factory location

CUP APPLICATION

Hot drink, cold drink, takeaway or other

TARGET OUTPUT

pcs/min, daily volume or shift target

DESTINATION VOLTAGE

Voltage, frequency and electrical standard

PRODUCTION SCOPE

Forming only or connected equipment

A. DEFINE AND CONFIGURE

**Finished cup dimensions**

Top diameter / bottom diameter / height / capacity or sample reference

**Paper and coating**

Paper GSM / one-side or two-side coating / material supplier notes

**Machine starting point**

Model discussed and the documented output and cup-size range

**Mold scope**

Confirmed cup drawing, number of molds and changeover requirements

**Utilities**

Electrical supply / compressed air / workshop space / environmental conditions

**Supporting equipment**

Printing / die cutting / collection / inspection / packing as applicable

**Quotation boundary**

Machine, spare parts, packing, trade terms and support items to confirm

CONFIGURATION DECISION

Record the model and scope only after the cup, material, output and factory conditions have been reviewed. Any open item should remain marked for confirmation instead of being assumed.

Agree the Evidence Before Shipment

Check only the items applicable to the confirmed project. Trial material, speed observations, sample quantity, video scope, inspection method and support terms should be agreed in writing.

B. PROVE - FAT AND INSPECTION

☐	Trial material identified Paper, coating, blanks and cup specification recorded
☐	Machine configuration checked Model, mold, electrical and supplied scope compared
☐	Operating condition recorded Agreed running condition and observation period noted
☐	Cup samples reviewed Dimensions, forming, side seam and bottom condition checked
☐	Safety and controls reviewed Guards, sensors, alarms and operating controls as applicable
☐	Photo / video scope agreed Requested views and test labels confirmed before recording

C. DELIVER AND SUPPORT

☐	Packing list confirmed Machine, accessories, tools and supplied spare parts listed
☐	Packing and marks reviewed Packing method, shipping marks and packed dimensions
☐	Loading reference planned Photos or video and unloading considerations as agreed
☐	Site preparation shared Power, air, placement, unloading and operating material
☐	Startup support defined Remote or on-site scope, responsibilities and commercial terms
☐	Troubleshooting inputs defined Alarm, video, cup defect, material and change-history evidence

PROJECT RECORD STATUS

Planned / Agreed / Received / Open item

RESPONSIBLE PERSON / DATE / NEXT ACTION