High Mast Installation Acceptance and Handover Checklist

Jieyao Lighting | Blank project record | Rev 1 | 10 November 2026

Project / mast ID / location: _____

Approved drawing and equipment revisions: _____

Installer / reviewer / release authority: _____

1. Agree the inspection and test plan

[ ] Define hold, witness and review points; assign the responsible authority.

[ ] Confirm actual equipment manuals, approved lift/site method and permit scope.

[ ] Link each result and photograph to the mast ID and document revision.

2. Record the installation interfaces

Gate / interface	Evidence reference and result	Release / date
Foundation: location, anchors, levels, cable entry and concrete release	_____	_____
Shaft: section IDs, orientation and required joint measurement	_____	_____
Anchor connection: fastener identity and approved tightening record	_____	_____
Finish / routes: coating repairs, protected entries and access	_____	_____

Use the actual drawing and procedure. Do not import generic torque, overlap, concrete release time or operating values.

Commissioning and Final Release

3. Record the matched system tests

Check	Procedure / evidence / result
Rope, guide, termination and cable routing	_____
Ring travel, support/latch verification where fitted	_____
Controls, limits and specified stopping tests	_____
Electrical / protective test results and tester	_____
Luminaire identity, aiming and lighting mode	_____

4. Resolve open items by asset

Item / mast / evidence ID: _____

Required correction / responsible party: _____

Retest result and authorized disposition: _____

5. Hand over the as-built pack

[ ] Location/equipment schedule [ ] Civil and assembly records

[ ] Electrical and functional tests [ ] Aiming / lighting reports

[ ] Manuals, settings and spares [ ] Closed defects / agreed retained items

Release decision / authority / date: _____

Planning basis: Jieyao supplied installation notes; TxDOT Highway Illumination Manual, Chapter 9, Section 4 (public example of inspection documentation). This worksheet is separate from TxDOT Form 1409. It is not a lift plan or authority to operate.

Related guide: www.jieyaolighting.com/news/high-mast-installation-method-statement-hold-points