



T-shore
Education

Inspection

Report:

Example for Instructor



Co-funded by
the European Union

Erasmus+

Enriching lives, opening minds.

Module:

Bolt Tightening

Learning scenario:

**Basic Bolt Tightening
Techniques**

ENERGY INNOVATION

Atlantic Technological University		Scalda	
Energy Innovation		Skilliant	
Fagskolen Rogaland		Skive College	
Hydrogen Valley		TCNN	
Katapult		Wind Energy Ireland	
Noorderpoort		World Class Maintenance	
POM West-Vlaanderen			



This document has been created as part of the wider T-shore project, co-funded through the European Union's ERASMUS+ programme.



**Co-funded by
the European Union**

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Document Information

Project Acronym	T-shore
Project Title	Technical Skills for Harmonised Offshore Renewable Energy
Award Number	Project 101055746
Work Package	WP3,4
Deliverable	LSC – Inspection Report: Example for Instructor
Document Title	Bolt Tightening Techniques Inspection Report: Example for Instructor
Primary Author(s)	Krzysztof Komorowski
Co-Author(s)	All partners

Version Control

Version No.	Date	Description	Prepared by	Checked by
01	30.01.2025	New instruction created	KK	All partners
02	05.2025	Document Updated	DH	

Note This is a fictive generic equipment checklist intended for training purposes and therefore may vary from the equipment checklist provided by a company. It is important that a technician always read and fill checklist carefully prior to any task.

Copyright

This document was developed under the T-shore project, coordinated by Skilliant. © 2024 – Skilliant. All rights reserved. Licensed to the European Education and Culture Executive Agency (EACEA) under conditions

Table of Contents

1	ADMINISTRATION DATA	1
2	SAFETY PROTOCOL	1
3	INSPECTION TASK LIST	2
4	FINAL REPORT	3
4.1	SUMMARY OF INSPECTION OUTCOMES:.....	3
4.2	PROPOSED NEXT STEPS:.....	3
4.3	ADDITIONAL NOTES:	3
5	LIST OF ATTACHMENTS.....	4

1 Administration data

Table 1. Documentation overview

Order number	
Order name	
Priority	
WTG serial number	
Site name	
Date	
Reporting by	
Site Supervisor	
Inspection start hour	
Inspection end hour	

Table 2. Report overview

Report type	
Reason for inspection	
Component type	
Component serial number	
Component manufacturer	
Component model	

2 Safety protocol

Table 3. Safety procedures

	LOTO start hour	Signature	LOTO end hour	Signature
LOTO procedure				

3 Inspection task list

Table 4. List of inspection task points

Inspection type	Task point	Completion	Comment
Bolt loosening with an impact gun	1.1 Impact gun pre use inspection		
	1.2 Loosening the bolts using impact gun		
	1.3 bolts, nuts, washers and bolt holes inspection		
Bolt tightening with manual torque wrench	2.1 Manual torque, bolts, nuts, washers pre use inspection		
	2.2 Tightening the bolts operation		
Bolt tightening with electrical torque wrench with a reaction arm.	3.1 Electrical torque wrench, bolts, nuts, washers preservice inspection		
	3.2 Tightening the bolts operation		

4 Final report

4.1 Summary of inspection outcomes:

4.2 Proposed next steps:

4.3 Additional Notes:

Employee Signature:

Date:

Supervisor Signature:

Date:

5 List of Attachments

Table 5. List of report attachments

Nr.	Name of attachment
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



Co-funded by the European Union

The T-shore project is funded through the the
Erasmus+ Centres of Vocational Excellence
(CoVEs) call 2021

Acknowledgements

We would like to extend our sincere thanks to all the project partners for their invaluable contributions to this report and their dedicated work on the T-shore project.

Our deepest appreciation also goes to all T-shore stakeholders, particularly the members of the regional Centres of Vocational Excellence (CoVEs), whose ongoing efforts are instrumental in driving the success of this initiative.

t-shore.eu
tshore.eu@gmail.com