

Pre-Installation Site Confirmation Checklist

Applicable to Pneumatic Industrial Manipulators / Pneumatic Balancers / Vacuum Lifters /
Articulating Jib Cranes / Custom Tooling

For pre-installation information confirmation, concept evaluation, site measurement, and installation preparation

Item	Details
Document No.	AUREK-FRM-INS-001
Version	V1.0
Instructions	Enter the required parameters in the corresponding fields. Mark the applicable options with a ☒ in the ☐ .
Applicable Stage	Pre-sales plan confirmation/on-site measurement/review before shipment/pre-installation preparation
Instructions: This checklist helps the customer and engineers confirm workpiece parameters, installation configuration, site space, air-supply conditions, logistics conditions, and tooling requirements in advance. The actual equipment solution, installation requirements, and foundation requirements are subject to the final technical solution and on-site verification.	

1. Customer and project information

Confirm items	Fill in the content
client company	
Contact person	
Contact number	
Project address	
Equipment purpose	☐ Workpiece handling ☐ Machine loading/unloading ☐ Flipping ☐ Assembly assistance ☐ Palletizing ☐ Other:
Estimated installation time	
Is it a new production line?	☐ Yes ☐ No
Is an on-site survey required?	☐ Yes ☐ No

2. Workpiece Information

Confirm items	Fill in the content
workpiece name	
Unit Weight	_____ kg
Maximum Dimensions	Length _____ mm × Width _____ mm × Height _____ mm
workpiece material	☐ Metal ☐ Carton ☐ Plastic ☐ Glass ☐ Sheet/plate ☐ Other:
surface state	☐ Smooth ☐ Rough ☐ Oily ☐ Porous ☐ Deformation-sensitive ☐ High-temperature ☐ Other:
Is mechanical gripping permitted?	☐ Yes ☐ No
Is vacuum gripping permitted?	☐ Yes ☐ No
Do you need anti-scratch protection?	☐ Yes ☐ No
Does it need to be flipped?	☐ 0° ☐ 90° ☐ 180° ☐ Others:
Is precise positioning required?	☐ Yes ☐ No
Handling Cycles per Shift	_____ cycles/shift

3. Workstation and Motion Requirements

Confirm items	Fill in the content
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Confirm items	Fill in the content
Pickup Height	_____ mm
Placement Height	_____ mm
Maximum lifting height	_____ mm
Horizontal handling distance	_____ mm
Working radius requirements	_____ mm
Does the transfer path cross over other equipment?	☐ Yes ☐ No
Must the manipulator reach inside equipment for pickup or placement?	☐ Yes ☐ No
Are there any obstacles?	☐ Yes ☐ No; Obstacle description:
Operator position	☐ Left ☐ Right ☐ Directly in front ☐ Other:
Expected operation	☐ Pushbutton ☐ Handle ☐ Two-hand controls ☐ Automatic gripping ☐ Other:

4. Confirmation of installation method

Select the proposed installation configuration: ☐ Floor-mounted column ☐ Mobile base ☐ Overhead-mounted ☐ Rail-mounted ☐ Jib-crane-mounted ☐ Other custom installation: _____

4.1 Requirements for Column-Mounted Installation

Confirm items	Requirement/Fill in	Remarks
Is the floor concrete?	☐ Yes ☐ No	
concrete thickness	_____ mm	
Are there voids or cracks in the floor?	☐ Yes ☐ No	
Are expansion anchors permitted?	☐ Yes ☐ No	
Is the ground flat?	☐ Yes ☐ No	
Is maintenance space reserved around the equipment?	☐ Yes ☐ No	
Recommended note: Column-mounted equipment normally requires a stable concrete foundation. Specific foundation requirements must be confirmed based on equipment load, arm length, installation configuration, and site conditions.		

4.2 Requirements for Overhead/Rail-Mounted Installation

Confirm items	Requirement/Fill in	Remarks
Overhead Support Structure	☐ Steel beam ☐ Concrete beam ☐ Truss ☐ Others:	
Installation height	_____ mm	
Has the overhead load-bearing capacity been verified?	☐ Yes ☐ No	
Do overhead cranes, utilities, or lighting create interference?	☐ Yes ☐ No	
Is welding or drilling permitted?	☐ Yes ☐ No	
Is rail travel required?	☐ Yes ☐ No	

5. Air Supply and Electrical Power

Confirm items	Fill in the content
Is there compressed air on site?	☐ Yes ☐ No
Air-Supply Pressure	_____ MPa
Air-Supply Connection Location	Approximately _____ mm from the device
Is the air supply stable?	☐ Yes ☐ No

Confirm items	Fill in the content
Is compressed air dry and clean?	☐ Yes ☐ No
Is an additional filter-regulator required?	☐ Yes ☐ No
Is electrical power required?	☐ Yes ☐ No
Power specifications	☐ 220V ☐ 380V ☐ Others:
Recommended note: Pneumatic Industrial Manipulators normally require a stable supply of clean, dry compressed air. If the site air supply contains water or oil, or if pressure fluctuates significantly, additional filtration and pressure stabilization should be provided in advance.	

6. Site Clearances and Interference

Confirm items	Fill in the content
Workstation Width	_____ mm
Workstation Depth	_____ mm
Clear Height	_____ mm
Aisle Width	_____ mm
Access Door Width	_____ mm
Access Door Height	_____ mm
Is there any interference from surrounding equipment?	☐ Yes ☐ No
Are there pipelines and cable trays above?	☐ Yes ☐ No
Are there trenches, slopes or steps on the ground?	☐ Yes ☐ No
Is it accessible by forklifts or lifting equipment?	☐ Yes ☐ No

7. Logistics and Installation Conditions

Confirm items	Fill in the content
Can a truck arrive at the site?	☐ Yes ☐ No
Unloading method	☐ Forklift ☐ Overhead crane ☐ Manual handling ☐ Other:
Are lifting facilities available?	☐ Yes ☐ No
Is secondary on-site handling required?	☐ Yes ☐ No
Can the production line be stopped in the installation area?	☐ Yes ☐ No
Installable time period	☐ Day ☐ Night ☐ Weekend ☐ Others:
Are site-entry procedures required?	☐ Yes ☐ No
Is construction safety training required?	☐ Yes ☐ No

8. Safety and Environmental Conditions

Confirm items	Fill in the content
Is the site exposed to high temperatures?	☐ Yes ☐ No
Are dust, oil contamination, or water vapor present?	☐ Yes ☐ No
Is this a hazardous/explosion-protected area?	☐ Yes ☐ No
Are there cleanliness requirements?	☐ Yes ☐ No
Is anti-static required?	☐ Yes ☐ No
Do you need anti-scratch and anti-indentation protection?	☐ Yes ☐ No
Do pedestrians and vehicles share the operating area?	☐ Yes ☐ No
Are safety fences or warning signs required?	☐ Yes ☐ No

9. Tooling Requirements

Confirm items	Fill in the content
Recommended Tooling Type	☐ Vacuum cups ☐ Gripper ☐ Hook ☐ Internal-expansion gripper ☐ Magnetic gripper ☐ Custom
Is quick-change tooling required?	☐ Yes ☐ No
Is a flipping mechanism required?	☐ Yes ☐ No
Do you need anti-drop protection?	☐ Yes ☐ No
Is loss-of-air protection required?	☐ Yes ☐ No

Confirm items	Fill in the content
Are locating pins or guide structures required?	☐ Yes ☐ No
Are indentations permitted on the workpiece contact surface?	☐ Yes ☐ No

10. On-site photo requirements

The customer should provide at least the photographs listed below. Photographs should show the workpiece, workstation, pickup and placement positions, installation foundation, overhead space, air-supply connection, and site access route. Simple dimensions or a site sketch will improve the accuracy of concept evaluation.

serial number	Photo content	Is it provided?	Remarks
1	Overall View of Workpiece	☐ Yes ☐ No	
2	Workpiece Pickup Location	☐ Yes ☐ No	
3	Workpiece Placement Location	☐ Yes ☐ No	
4	Wide-Angle View of Workstation	☐ Yes ☐ No	
5	Foundation/Floor	☐ Yes ☐ No	
6	Overhead Clearance	☐ Yes ☐ No	
7	Surrounding Equipment/Interference	☐ Yes ☐ No	
8	Air-Supply Connection	☐ Yes ☐ No	
9	Site Access Route	☐ Yes ☐ No	
10	Dimensioned Photograph/Sketch	☐ Yes ☐ No	

11. Final Pre-Installation Confirmation

Confirm items	Is it done?	Remarks
Workpiece information confirmed	☐ Completed	
Workstation and motion requirements confirmed	☐ Completed	
Installation configuration confirmed	☐ Completed	
Foundation or overhead support conditions confirmed	☐ Completed	
Air-supply pressure and connection confirmed	☐ Completed	
Electrical power requirements confirmed	☐ Completed	
Preliminary tooling type confirmed	☐ Completed	
Site clearances and interference confirmed	☐ Completed	
Production shutdown schedule confirmed	☐ Completed	
Customer Site Representative	☐ Completed	

Customer site manager		Contact number	
AUREK Representative		Confirmation date	
Installation manager		Estimated installation date	
Remarks			

Note: This checklist is used to confirm information before installation and is not a final installation drawing or construction method statement. Foundation load capacity, overhead suspension, rail installation, special environments, and safeguards must be jointly confirmed by the customer's site representative, AUREK engineers, and qualified third-party professionals where required.