

Manufacturing Record Book (MRB) Index

Turnover data book contents register — replace this header with your own document number, revision and issue date.

Project / contract:		Purchase order no.:	
Supplier / vendor:		Equipment / tag no.:	
MRB document no.:		Revision / date:	
Compiled by:		Approved by / date:	

Sec.	Document / record	Document number	Revision	Date	Pages	Status	Remarks / location
SECTION 1 — General / project information							
1.1	Table of contents / index						
1.2	Scope of supply						
1.3	Contact and responsibility list						
1.4	Certificate of conformity						
1.5	Warranty / guarantee statement						
SECTION 2 — Quality plans and approvals							
2.1	Project quality plan						
2.2	Inspection and test plan (ITP), approved						
2.3	Approved drawing register						
2.4	Specification and code list						
2.5	Deviation / concession register						
SECTION 3 — Materials							
3.1	Material test reports (MTR / EN 10204 3.1 / 3.2)						
3.2	Heat / batch traceability record						
3.3	Material receiving inspection reports						
3.4	Consumable certificates (weld wire, flux, coating)						
3.5	Positive material identification (PMI) reports						
SECTION 4 — Fabrication and welding							
4.1	Welding procedure specifications (WPS)						
4.2	Procedure qualification records (PQR)						
4.3	Welder qualification records (WQR / WPQ)						
4.4	Weld map / weld log						
4.5	Heat treatment charts and records						
SECTION 5 — Inspection and NDT							
5.1	Dimensional inspection reports						
5.2	Visual inspection reports						
5.3	RT / UT / PT / MT reports						
5.4	NDT personnel qualifications						
5.5	Signed ITP with witnessed / hold points						
SECTION 6 — Testing							
6.1	Hydrostatic / pneumatic test reports						
6.2	Functional / performance test reports						
6.3	Factory acceptance test (FAT) report						
6.4	Calibration certificates of test equipment						

6.5	Test punch list and close-out						
SECTION 7 — Surface protection							
7.1	Surface preparation records						
7.2	Coating / painting reports (DFT, adhesion)						
7.3	Coating material data sheets						
7.4	Galvanizing certificates						
SECTION 8 — Nonconformance and corrective action							
8.1	NCR register						
8.2	Closed NCRs with disposition and verification						
8.3	CAPA / corrective action records						
8.4	Concession / waiver approvals						
SECTION 9 — Preservation and shipping							
9.1	Preservation procedure and records						
9.2	Packing list						
9.3	Shipping / release note						
9.4	Preservation instructions for site storage						
SECTION 10 — Operations and close-out							
10.1	As-built drawings						
10.2	Installation, operation and maintenance manuals						
10.3	Spare parts list						
10.4	Regulatory / statutory certificates						
10.5	Final MRB approval and transmittal record						

Status key: A = Accepted | P = Pending | N/A = Not applicable | Reference the file path or dossier tab in Remarks.

How to use this MRB index template

1. Replace the header with your own document number, revision and issue date, then bring the form under document control.
2. Agree the section structure with the client or purchaser before fabrication starts — the MRB structure is normally a contract requirement.
3. Delete sections that do not apply to the scope of supply and add discipline-specific sections (electrical, instrumentation, rotating equipment) as needed.
4. Populate the index as records are produced, not at the end. An MRB compiled after shipment is where traceability gaps are discovered too late.
5. Every row must be traceable: the document number in the index must match the number on the record itself.
6. Keep the NCR register live — closed NCRs with disposition and verification evidence belong in Section 8.
7. Have the completed MRB reviewed and approved before the equipment ships; the transmittal record closes Section 10.

Free for commercial use. Provided as a starting point by Jags Assurance Inc. — jagsassurance.com