

Industrial Valve Inquiry Checklist

Honiks Valve | Technical RFQ asset | Version 1.0 | 2026-08-04

Purpose

Use this checklist when preparing an inquiry for industrial valves. Complete information helps a supplier review the service conditions, identify suitable configuration options, and return a proposal with fewer clarification rounds.

This is an inquiry aid, not a product datasheet, conformity statement, certification, or universal selection rule. Catalog and reference data are preliminary selection inputs. Final dimensions, materials, ratings, tests, documents, and availability must be confirmed against the project specification, approved drawings, purchase order, and supplier confirmation for the offered configuration.

1. Service Conditions

- ☐ Fluid or gas name and phase: liquid, gas, steam, two-phase, slurry, or other.
- ☐ Normal, minimum, and maximum operating pressure.
- ☐ Normal, minimum, and maximum operating temperature.
- ☐ Design pressure and design temperature, including the rating basis.
- ☐ Flow direction and whether reverse flow is possible.
- ☐ Clean, abrasive, corrosive, toxic, flammable, contaminated, or solids-bearing service.
- ☐ Start-up, shutdown, thermal cycling, depressurization, or emergency duty.
- ☐ Required seat leakage or shut-off acceptance criteria.
- ☐ Fugitive-emission, low-temperature, fire-test, sour-service, or other special requirements, if applicable.

2. Valve Function and Type

- ☐ Main duty: isolation, throttling, non-return, emergency isolation, drain, vent, or equipment protection.
- ☐ Valve type: gate, globe, ball, butterfly, check valve, strainer, or another type.
- ☐ Full-bore, reduced-bore, wafer, lug, flanged, butt-welded, threaded, or other construction.
- ☐ Soft-seat, metal-seat, resilient-seat, bellows-seal, pressure-seal, or another seat/bonnet arrangement.
- ☐ Manual, gear, pneumatic, electric, hydraulic, or other operation.
- ☐ Required fail position, spring-return or double-acting arrangement, and control philosophy.
- ☐ Installation orientation, access limitations, maintenance clearance, and actuator position.

3. Size, Rating, and Connections

- ☐ Line size: DN/NPS and pipe schedule or wall thickness.
- ☐ Pressure designation: PN/Class and the governing rating standard.
- ☐ End connection: RF, RTJ, butt-weld, wafer, lug, threaded, flanged, or another type.
- ☐ Flange standard, facing, bolt pattern, face-to-face or end-to-end requirement.
- ☐ Pipe specification and mating equipment dimensions.
- ☐ Required bore, port, disc, ball, or flow passage dimensions.
- ☐ Actuator mounting interface and available operating space.

4. Materials and Compatibility

- ☐ Body and bonnet material grade.
- ☐ Disc, ball, stem, shaft, seat, trim, packing, gasket, and bolting materials.

- ☐ Corrosion allowance, erosion risk, and material compatibility with the medium.
- ☐ Minimum design metal temperature and impact-test requirements, if applicable.
- ☐ Seat and packing temperature limits for the offered configuration.
- ☐ Special material, heat treatment, PMI, NDE, or traceability requirements.

5. Standards: Assign the Standard to the Requirement

Do not list standards without stating which requirement each standard controls. The applicable standard and edition must be confirmed for the project.

Requirement	Possible reference examples	Confirm before quotation
Valve design	API 600, API 602, API 603, API 608, API 6D, API 594, ASME B16.34, or project standard	Valve type, service, configuration, pressure class, and scope
Pressure and dimensions	ASME B16.34, ASME B16.5, ASME B16.10, ASME B16.25, EN 558, EN 1092-1, EN 12627, or project standard	Rating basis, face-to-face, flange, and end preparation
Inspection and testing	API 598, EN 12266-1, API 6D testing provisions, or project ITP	Shell test, seat test, test pressure, holding time, leakage acceptance, and records
Fire-test requirement	API 607 or ISO 10497, when required by the project	Offered configuration, applicable test scope, current edition, and test report
Anti-static continuity	Project specification or applicable valve design requirement	Continuity path, acceptance value, test method, and evidence for the offered configuration
Material documents	EN 10204 3.1/3.2 or project document requirement	Certificate type, pressure-containing parts, traceability, and inspection release

API 608 is a metal ball valve design reference. It is not a substitute for a fire-test requirement. Fire-test references and anti-static continuity requirements should be stated and verified separately.

6. Inspection and Documentation Package

- ☐ Approved general arrangement drawing and dimensional schedule.
- ☐ Material test certificates and part traceability.
- ☐ Pressure test procedure and reports.
- ☐ Inspection and test plan, hold points, witness points, and release requirements.
- ☐ NDE scope: RT, UT, MT, PT, visual, dimensional, or another method.
- ☐ PMI requirements and reporting format.
- ☐ Fire-test report, low-emission report, or other special test evidence, if required.
- ☐ Nameplate, marking, coating, preservation, packing, and shipping requirements.
- ☐ Certificate of conformity or other current regulatory/project documentation, if required.
- ☐ Spare parts, maintenance tools, manuals, and commissioning documents.

7. Actuator and Accessory Data

- ☐ Required operating torque or thrust data and the conditions used for sizing.
- ☐ Maximum differential pressure during opening and closing.
- ☐ Power supply, voltage, phase, instrument-air pressure, or hydraulic supply.
- ☐ Control signal, local/remote control, position feedback, and communication interface.
- ☐ Fail-open, fail-close, fail-in-place, or manual override requirement.
- ☐ Solenoid valve, limit switch, positioner, filter regulator, booster, lockout, or other accessories.
- ☐ Enclosure, ambient conditions, hazardous-area, ingress-protection, and local code requirements.

8. Commercial and Delivery Information

- ☐ Quantity by size, rating, material, connection, and operation.
- ☐ Required delivery location, delivery date, and shipment split.
- ☐ Inspection location and third-party inspection requirements.
- ☐ Documentation language, format, and submission schedule.
- ☐ Spare parts and recommended commissioning quantities.
- ☐ Packing, marking, export, and shipping-document requirements.

Copy-and-Send RFQ Template

Valve type and duty:
Quantity:
Line size DN/NPS:
Pressure class or PN:
Design pressure and temperature:
Operating medium and temperature range:
Flow direction and installation orientation:
Body, trim, seat, packing, and bolting materials:
End connection and flange/facing standard:
Operation and actuator requirements:
Applicable design standard:
Applicable testing standard:
Fire-test requirement, if any:
Anti-static continuity requirement, if any:
Inspection, NDE, PMI, and document requirements:
Required delivery date and destination:
Drawing, datasheet, or project specification attached:

Final Review Before Sending

- ☐ The service medium, pressure, temperature, size, rating, and connection data are complete.
- ☐ The design, dimensional, testing, fire-test, and material-document standards are assigned to specific requirements.
- ☐ Any catalog/reference range is marked for confirmation rather than treated as a standing product commitment.
- ☐ The approved drawing and project specification will control the offered configuration.
- ☐ Special tests, inspection points, actuator data, and documents are stated before quotation.

Honiks is a factory-backed industrial valve supplier working with qualified partner factories. We review inquiry data against suitable production options and coordinate project documentation for the offered configuration. Send the completed checklist and relevant drawings through the [Honiks contact page](#).