

Steel Pipe Purchase Order Checklist

Use this checklist before sending a steel pipe purchase order. Confirming each item up front helps prevent spec errors, quantity mismatches, and delivery issues.

1. Pipe Type & Material

- ☐ Pipe type (seamless, ERW, LSAW, SSAW, etc.)
- ☐ Material (carbon steel, stainless steel, alloy steel)
- ☐ Grade (e.g., ASTM A106 Grade B)
- ☐ Heat treatment requirement, if applicable

2. Standard & Specification

- ☐ Applicable standard (ASTM, API, ASME, EN, ISO)
- ☐ Standard number and grade
- ☐ Additional project or client specification

3. Size & Wall Thickness

- ☐ Outside Diameter (OD) or Nominal Pipe Size (NPS)
- ☐ Wall thickness or Schedule (e.g., SCH 40)

4. Length & Quantity

- ☐ Fixed length or random length
- ☐ Total quantity
- ☐ Quantity unit (pieces, meters, or tons)

5. End Type & Surface

- ☐ End type (plain, beveled, threaded)
- ☐ Coupling, if required
- ☐ Surface condition (e.g., pickled, passivated)

6. Coating

- ☐ Coating type (bare, galvanized, FBE, 3LPE, etc.)
- ☐ Applicable coating standard
- ☐ Coating thickness or other project requirement

7. Inspection & Testing

- ☐ Visual and dimensional inspection
- ☐ Chemical composition and mechanical testing
- ☐ Hydrostatic testing / NDT
- ☐ Third-party inspection, if required

8. Required Documents

- ☐ Mill Test Certificate (MTC)
- ☐ Inspection / test reports
- ☐ Certificate of conformity
- ☐ Packing list and commercial invoice

9. Packing, Marking, Delivery & Payment

- ☐ Packing method (bundling, end protection)
- ☐ Marking (pipe, bundle, shipping marks)
- ☐ Delivery destination and required date
- ☐ Loading / shipping requirements
- ☐ Payment method, terms, and currency

Tip: write specific values, not general descriptions. "NPS 4, SCH 40" and "ASTM A106 Grade B" leave no room for interpretation — "carbon steel pipe" does.