

Commissioning Plan

(Reference SOP: _____)

No	Task	Resource(s)
1	Carry out inspection in _____ protocol for work executed, including verification of components. Record results in protocol for evaluation, sign-off and approval.	
2	Carry out tests and checks in _____ protocol to ensure satisfactory operation and conformance to URS for design & operational parameters, and equipment & safety functions.	
3	Perform _____ test run in _____ protocol to demonstrate ability to meet acceptance criteria _____. Record results in protocol for evaluation, sign-off and approval.	
4	Perform _____ test run in _____ protocol to demonstrate ability to meet acceptance criteria of _____. Record results in protocol for evaluation, sign-off and approval.	
5	Evaluate results in protocols for approval.	
6	Delivery of equipment shall not proceed until all requirements are satisfied and approved by the company	

4. Installation / IQ

Company will supply labour and equipment to move the equipment into position. This will include unloading, positioning and connection of services to the equipment. The Supplier shall be responsible for the correct installation of the equipment.

No	Task	Resources
1	Provide labour and equipment to move into place and connect services.	Site Project engineer, Electrical Engineer, Contractors
2	Ensure correct installation.	Supplier
3	Carry out Installation Qualification as per Validation Plan.	Project Engineer

5. Commissioning

Commissioning tests will be done after verification of correct installation.

No.	Task	Resources
1	Supplier to perform commissioning tests based on his commissioning Test Protocol.	Supplier
2	Supplier and buyer shall agree prior to commissioning to a Commissioning Test Protocol that details test to verify the URS. The completed protocol after tests shall include the collected data from the tests.	Supplier, Site Project Engineer
3	Supplier to submit the Commissioning Test Protocol for review and approval 4 weeks prior to execution.	Site Project Engineer
4	Supplier to notify buyer 2 days before the start of commissioning tests. Buyer may choose to witness.	Site Project Engineer
5	For acceptance of the Equipment, each test in the agreed protocol shall be successfully completed in accordance with the requirement of the URS.	Supplier, Site Project Engineer

6. Site Acceptance Testing (SAT)

Site Acceptance Testing will be done after installation and successful commissioning.