

PLAN AND DOCUMENTING REQUIREMENTS FOR STARTUP AND INITIAL CHECKOUT

Project: _____ Date: _____ Prepared by: _____

Primary Equipment and Tag: _____

Component or Related Equipment Included: _____

The purpose of documenting the startup and checkout process is to ensure to the Owner that all recommended startup and initial checkout procedures are completed and that a written record of the work is generated.

PLAN and PROCEDURES:

1. The prefunctional checklists provided by _____ should be filled out and signed for the above primary and related equipment.
2. The attached pages have been copied from the _____ installation manuals submitted to _____. They have had paragraphs and sections identified and marked with a signature lines in the margins. Separately for each piece of equipment, during startup and checkout, the technician should check and date each check box and initial and date each line made for that purpose, signifying completion of the task. All readings and settings shall be recorded, not just checked. Provide clear, written notes at the bottom, margin or back-side of each page, as necessary. Written notes shall be provided for why an item was not done or does not apply. A signature and date of the startup technician shall be provided at the end of the startup and checkout documents.
3. This list of procedures does not constitute a recommendation of the full installation and startup procedures or release the installer from following all factory recommendations, the specifications, applicable codes and good practice. Other pages applicable to this piece of equipment in the installation manual or any other procedures completed should be added.
4. Other startup record forms normally used should also be filled out and submitted.

All documentation should be submitted to _____ upon completion and is required prior to the execution of functional testing.