

**OPERATIONAL READINESS CHECKLIST**

The following deliverables should be completed during the commissioning phase of the project, prior to handover of the new systems to the operating team, in order that the system operators are fully prepared to take over and operate the new facilities.

Item	Yes	No	N/A
DOCUMENTATION			
O&M Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red Line/As-Built Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Turnover Package (Quality Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioning Turnover Package (Test Reports/Settings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document Archive and Retrieval System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE OPERATING PERSONNEL AND SUPPORT			
Staffing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation and Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Operational Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING PROCESS & PROCEDURES			
Plant Description Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection Coordination Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Operating Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Guarantee Monitoring Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control System Updates and Revisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Transfer Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Procedures and Decision Making Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Energy Isolation Procedures - LOTO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY/ENVIRONMENT/SECURITY			
Emergency Response Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spill Response Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Compliance Certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING			
Central System Operator Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Operator Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor/Vendor Provided Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner Provided Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REGULATORY & OTHER COMPLIANCE			
Cyber/NERC Compliance - Initial Startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyber/NERC Compliance - Ongoing Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software Maintenance Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATA SYSTEMS			
Performance Guarantee Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSET MANAGEMENT IMPLEMENTATION			
Warranty Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spares Inventory and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventative Maintenance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asset Management Software System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Obsolescence Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Backup Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT/MATERIALS			
First Fill Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Tools/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Furniture/Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMISSIONING			
Transfer of Care, Custody, Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type-A/B/C Deficiency Classification Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making Processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Verification - Trial Period - Operating Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>