

Commissioning Team Meeting Agenda

ISSUE	DESCRIPTION	SOLUTION	ACTION ON
What is the scope of team?	Where do we draw the boundaries of the teams work, start-up of the new asset and ongoing operation including deliverables of the commissioning team?		
Team	Where are we going to be based? Do we need desks, Computers other consumables, paper, binders, access to a photocopier?		
Systems	Finally define, mark up P&ID's & issue to construction		
System Status	Report on each system by responsible commissioning Engineer/System Owner		
DCS	Who is looking after the DCS? Who is checking software? How is "power Up" managed?		
Loop Testing	Who's responsible for what? Where will we loop test – control room, MCC? If remote from the CR do we have hardware?		
Safety critical and software interlocks	Have test procedures been written? Who will witness the tests?		
Schedule	Check on schedule and sanity check that it is possible?		
Spares system	Who is doing what, is this in hand, do we need to worry about the spares system and who is updating?		
Contractors	Do we need any on site for start up? Are they contacted/scheduled do they need training/induction?		
Project Safety Management documents	Are there any formal documents, inspection procedures, test plans that we need to pull together before start up? If so who?		
Plant Procedures	Are there site/Plant procedures to be changed, emergency procedures, relief stream lists ?		
Plant signs	Are those required on order or identified, NFPA PLACARDS for vessels.		
Labels	Do we need to order pipe labels?		
Tie points	Are all tie points documented and identified in the field?		

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Equipment documentation	Do we have all vendor manuals to allow us to write commissioning procedures?		
Standard Operating Procedures	Who will write? Are they available for the HAZOP? Are these approved and ready for operation? Can we use them for the basis of our commissioning procedures?		
Training packs	Are the materials in place? What is the training schedule we have to work to, how will this affect the commissioning team personal if at all?		
Interlock defeat register	Have we got one, do we need one?		
Isolation register	Do we have something we can use, is it in use?		
Permit systems	What is in place for Lock-tag-try, who will administer the system for plant handed over to the commissioning/operations team?		
DCS Fault log	Is a fault log set up? Who will manage it and close items out?		
QA/QC	Are there any specific tests or analysis that need to be conducted as the plant comes onto line?		
Issues list	Do we have a list of ongoing construction/operations issues to date?		
Fitting of Rupture discs and relief valves	Who will witness the fitting of these? Will commissioning mechanical person witness?.		
Initial plant inventory	Do we need to buy/order any initial fill chemicals, both process related or oil for lubrication?		
Lubrication	Who lubricates new equipment?		

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Plant Data logging system	<p>What system will be used to collect required data from the DCS?</p> <p>Status & what do commissioning need to be involved in?</p>		
NDT testing	<p>Does the site have sensitive instrumentation that may be affected?</p> <p>If so what is in place to mitigate the risk?</p>		
Safety Equipment	<p>Do we have what's required?</p>		
PSSR	<p>What do we need to do?</p> <p>Who will manage what?</p> <p>Who will need to attend?</p>		
Devicenet/other communication system	<p>Ensure that device net is in the schedule and available before the first motor is checked.</p> <p>Ensure other devices are also accounted for.</p>		
Lifting equipment organization	<p>Do we have new lifting equipment?</p> <p>If so has initial testing and labeling been organized?</p>		