



# ELECTRICAL DESIGN GROUP

## ELECTRICAL COMMUNICATIONS FIRE SYSTEMS DESIGNERS

P.O. Box 15, SHERWOOD Q. 4075  
 Phone: (07) 3278 4375 Fax: (07) 3716 0222  
 Web Site: www.edg.net.au Email: brisbane@edg.net.au

**PROJECT NAME**

**PROJECT NUMBER**

**COMMISSIONING PLAN CHECKLIST**

**REVISION - DATE**

Installation company name:			
Address:		Phone number:	
Contact name:		Phone number:	
Task / Stage	Person responsible	Signature	Tick
Pre-construction phase:			
Appoint commissioning manager (CM) or assign specific responsibilities for commissioning process			
Distribute design to main contractor (MC), designers (D), installers, commissioning engineer(s), facilities manager(s)			
check design(s) for commissionability			
check design for ease of maintenance			
Make design changes if identified above			
Agree communication pathway			
Produce commissioning method statement (CMS) for each system COMMISSIONING PLAN			
Produce commissioning timetable (plan) with critical path analysis			
Co-ordinate commissioning timetable with other services - determine strategic mechanical and electrical co-ordination points - approve timetable			
Construction phase/pre-handover:			
Have there been any equipment substitutions from original design? Tick if yes.			
If yes above, does substitute equipment meet the design requirements? Tick if yes.			
Has designer been consulted on any proposed location changes of items to suit site constraints? Tick if yes.			
Install and wire hardware as per design and/or instructions and certify completion			
During construction phase review commissioning timetable in light of process			
Perform pre-commissioning check from CMS and provide written confirmation of fitness for commissioning			

Pages inc. any attach. of



**ELECTRICAL DESIGN GROUP**  
**ELECTRICAL COMMUNICATIONS FIRE SYSTEMS DESIGNERS**

P.O. Box 15, SHERWOOD Q. 4075  
 Phone: (07) 3278 4375 Fax: (07) 3716 0222  
 Web Site: www.edg.net.au Email: brisbane@edg.net.au

Schedule, perform and certify off-site commissioning checks from CMS			
Perform commissioning as per CMS			
Witness commissioning checks as per CMS			
Certify commissioning completion			
Complete 'as installed drawings for instruction for O&M manual			
Train facilities manager, maintenance staff and/or end users in system operation as per CMS			
Draw attention to maintenance risk assessments required and access equipment necessary			
Sign completion certificate			
Post-handover phase:			
Schedule and complete post-handover checks (e.g. seasonal operations) if required by CMS			
Complete end user training as required by CMS			
Installer: Witnessed by: Position: Designer Company: Date: Witnessed by: Position: Commissioning engineer Company: Date:			
NOTES:			