# **Operational Readiness Checklist Template**

Construction
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### AUDIT VERIFICATION

Project manager's name

Please validate the inspection with signature



DATE

Date

2017-01-01

## **DOCUMENTATION PROCESS**

Which of the following plans are developed?           System Engineer program         Startup plan         Engineering procedure set
Which of the following plans are approved?         System Engineer program       Startup plan         Engineering procedure set
Are the documents reviewed and signed by the business owner?
Is there any difference of manpower count from that of the plan?

EMERGENCY ACTION
Are the Emergency Management Plan documents developed and signed?
Has the contractor completed a Hazards Survey to inspect presence of hazards and its impact?
Has the Service Agreements (emergency and medical external support) been provided and agreed upon?
Is the Test and Evaluation Master Plan approved and accepted?
Are all the required documents provided to the Operational Test group?
Have the operational test group received all the resources of operational test?
During the Operational Test & Evaluation, is the personnel training point person available? Yes No NA
Are the required critical resources identified along with back-ups? and are they available during the Operational Test & Evaluation?

Does the report have complete information on Development Test and Evaluation (DT&E)? Yes No NA
Has the DT&E data been reviewed and received by the operational test team?
ENVIRONMENTAL SAFETY
Does the facility comply with environmental compliance requirements?
Does the system comply with the following?           Occupational safety         Health requirements
Have the authorities approved the documents of safety management system?
OVERALL COMMENTS/SUMMARY
Conclusion
textarea
PROJECT DETAILS

Mention the Project title

textarea

### **Business Requirements**

textarea

Purpose of the project

textarea

Mention the names of the stakeholders

Mention the name of Reviewer/Analyst

# **STARTUP PLAN**

Is the commission plan made and accepted?



Is the Maintenance Program Plan developed and accepted?



Is the Startup Plan developed and accepted?



Is the Startup Review Board Charter developed and approved?



# TRAINING PLANS Is the service training plan approved? Yes No Is the service training plan given to operational Test group? Yes No Is the training regulated to all the personnel as per the plan? Yes No No NA