

Scope of Work Checklist - Developed by the IMRt of WA



Scope of Work and IPT Writing CIWG 5th August 2009

Item/Activity	Pump	Motor	Gearbox	Valve	Fan
1- Purchase Order No	X	X	X	X	X
2- Contact of Authority	X	X	X	X	X
3- Strip and assess requirements	X	X	X	X	X
4- Photo's of Inspection and other data (eg Hours Run, MTBF)	X	X	X	X	X
5- MSDS (for hazardous materials still present)	X	X	X	X	X
6- Criticality/Priority of Equipment	X	X	X	X	X
7- Mechanical Drawing (incl Revision No.)	X	X	X	X	X
8- Equipment Model & Serial Number (OEM if possible)	X	X	X	X	X
9- Name Plate Requirements & Standards	X	X	X	X	X
10- Equipment Location/Site	X	X	X	X	X
11- Transport Requirements (Packing & Frame)	X	X	X	X	X
12- Repair Method Statement (where relevant)	X	X	X	X	X
13- Test Requirements	X	X	X	X	X
14- Completion Documents	X	X	X	X	X
15- OEM Improvement Check	X	X	X	X	X
16- Redundancy % (BER)	X	X	X	X	X
17- Safety & Duty of Care Considerations	X	X	X	X	X
18- Preservation and Storage Information	X	X	X	X	X
19- Hazardous Classification Rating	X	X	X	X	X
20- Test Run & Record Bearing Temperatures	X	X	X		X
21- Bearing Failure Report (from Repairer to Client)	X	X	X		X
22- Material Specs	X	X	X	X	X
23- Impellar Type & Composition	X				
24- Lining Material	X				
25- Sealing Arrangement	X		X		
26- Belt/Coupling Arrangement	X	X	X	X	X
27- Lubrication Specs (Inside & Outside)	X	X	X	X	X
28- Balance Specs	X	X	X	X	X
29- Paint Specs	X	X	X	X	X
30- Casting Specs	X		X	X	
31- Insulation Testing		X			
32- Rotor Bar Checks		X			
33- NDT Checks		X	X		
34- Table Configuration		X		X	
35- Winding Resistance		X			
36- Rewinding Spec		X			
37- Curing Certificate		X			
38- Decarbonation Processes		X			
39- Brush Specs		X			
40- Bearing Specs		X	X		
41- Shaft Sizing		X			X
42- Cooling Systems		X	X		
43- Shaft Rotation requirements		X			
44- VSD Earthing Slip Rings		X			
45- Heater requirements		X			

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46 - Backlash Specs			X		
47 - Load Testing			X		
48 - End Float			X		
49 - Gear Contact Profile			X		
50 - Oil Spray Operations			X		
51 - Filtration/Breather specs			X		
52 - Operating Speeds			X		X
53 - Weld Quals			X		
54 - Operational Specs (Fail Open/Fail Close)				X	
55 - Spindle Seal specs				X	
56 - Disposal Instructions for Redundant parts				X	
57 - Handle Orientation/Setup/Design				X	
58 - Pitch and Blade Specs					X