

## CD-Quality-PR-002 Design and ITP Planning Form

Use this form to plan the documentation requirements to properly complete project orders. These requirements will form the basis of any design and inspection test planning to close the project.

**Project:** XXXXX

**Customer:** XXXXX

**Site:** XXXXX

**Date Form Completed:** XX/XX/XXXX

<b>Drawing Requirements:</b>	<b>Required?</b>	<b>Comments:</b>
1. Drawing List required for project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. General Arrangement (GA) Drawings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Cable Schedule and/or Tag List?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Cable Block Diagrams?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Schematic Drawings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refer LDs
6. Wiring Diagrams?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refer LDs
7. Loop Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current LDs have both Wiring & Schematic info included.
8. Wiring Schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Engraved Label Drawings	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Functional Requirements:</b>	<b>Required?</b>	<b>Comments:</b>
1. Project Scope document	<input type="checkbox"/> Yes <input type="checkbox"/> No	Extract from quote/PO/emails?
1. Control Narrative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Indication only – no control
2. Functional Description?	<input type="checkbox"/> Yes <input type="checkbox"/> No	At least a simple description would help to keep everyone on track.
3. Workplan for construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Workplan for installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Workplan for commissioning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Inspection & Test Plans (ITP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Include QA sheets, test results.
6. JSA and/or Safety Plan for field works?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Bill of Materials required for procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Suggested Client Enhancements? (If yes detail to client via email)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Reviews and Signatures</b>
XXXXXXXXXX XXXXXXXXXXXX
<b>Signature:</b>