

Review of Operations Manual

Document Reviewed: Operation and Maintenance issued on by

Date of review: Date of issue to contractor: Date to be returned:

Area /Section	Satisfactory? Y/N	Comments from NOC	Comments from Contractor
Contents of Manual		Contractors to provide a contents page to allow for easy navigation.	
Structure		Contractors to provide section tabs for the manual to allow for easy navigation	
Format		Electronic and hard copy to be provided	
Projects Directory		Please provide an updated projects directory with contact details for main and sub-contractors.	
Index of Record Drawings		To be issued	

Description of Installation		To be issued	
Schedule of Plant		Schedule of plant to be provided	
Controls Information		As applicable	
Mechanical Installation		Could you please include your method statement in the Oms amended to reflect actual works taken onsite include variations to the project? One page description is fine	
Interfaces with other Equipment		As applicable	
Health and Safety Information		To be issued	
Maintenance Information		Please provide basic maintenance guidance for the plant including fault finding guidance.	

Spares		If applicable	
Testing and Commissioning information		To be issued	
Warranty Information		Please summarise workmanship and parts warranty information in the OM.	
Supplier Information			
Environmental Information (NOC Waste From)		Please provide combined form for the project	