|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task** | Equipment Acceptance form | | | Frequency | |  |
| **Asset types** | New Analyser assets over £5k |  | | Upon Delivery (INSTALLATION) | | |
| **Doc ref** | AQ\_EQUIPMENT ACCEPTANCE Installation | Rev | 1 | Date |  | |

**Asset Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Network |  | Site Name | (tbc if unknown) |
| EA Asset number | (AQ/AURN/XXXX – or other relevant network – ask Network Manager for this) | Asset description (Analyser and Cabin type) |  |

**Purpose of form**

To obtain information that the instrument delivered are operational at point of delivery before entering short / medium / long term storage while sites are prepared for their acceptance. This form should be completed to ensure the contracts team have the evidence to invoice you that the equipment is operational.

Notify the principal contractor and your Contract Responsible Officer with any issues and the Network Operator for key information.

Obtain any specific drawings and manuals from the site specific operation and maintenance manual.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item notes | | | | | | | |
|  | | | | | Results | | |
| Item to be checked | | Checks Required | | | Pass | Fail | Action taken |
| Instrument | | | | | | | |
| 1. Item has been removed from packaging and is undamaged when arriving at site | | Instrument is in good condition after installation with no visible damage (photograph added) | | |  |  |  |
| 1. EA item label added | | EA item label and serial numbers visible to site users | | |  |  |  |
| 1. Wiring checks | | Instrument able to be plugged in safely to nearest socket. Wiring to be secured safely, and off floor, and in conduit if necessary. Next PAT Test label still visible and in date | | |  |  |  |
| 1. Calibration / Functionality Checks | | Instrument has switched on and met requirements of commissioning calibration checks at start up (submit separate commissioning report – to include calibration / zero tests / lack of fit if required as per manufacturers guidance and performance characteristics of relevant BS EN standard) | | |  |  |  |
| 1. Ancillary Items | | Are all ancillary cables working | | |  |  |  |
| 1. Delivery Note and Photograph | | Delivery note sent to AQINBOX team of asset and photograph evidence of item ‘installed’. | | |  |  |  |
| 1. Head Location and Inlet glade installation | | Inlet head at correct agreed height and location with CMCU management contractor. | | |  |  |  |
| 1. Instrument Location | | Instrument located in correct position in housing with layout drawing | | |  |  |  |
| Health & Safety Equipment and Signage | | | | | | | |
| 1. External signage and warning present | | Any H&S signage required as per UK health and safety law / manufacturers recommendations. | | |  |  |  |
| 1. BAM radiation Sticker (if applicable) | | Radiation sticker visible if applicable on BAM instrument if applicable | | |  |  |  |
| Observations | | | | | | | |
|  | | | | | | | |
| Completed by: |  | | Date |  | | | |
| Role / Organisation | (can be completed by supplier with evidence) | |  |  | | | |