



CHECKLIST: HUMAN ENGINEERING PROGRAM PLAN				
CRITERIA	YES	NO	N/A	COMMENTS
1. A Project Human Factors Engineering Coordinator has been selected				
2. The selected Project Human Factors Engineering Coordinator is technically conversant in human factors engineering				
3. All expected operators and maintainers of the system have been sufficiently described to allow for assessment of human factors capabilities and limitations				
4. A strategy has been implemented to allocate system functional requirements to humans, hardware, or software as appropriate				
5. All high-level functions to be performed by the operators and maintainers of the system during normal and off-normal situations have been identified				
6. Normal and extremes of the working environment including noise, temperature, vibration, radiation, and toxics has been identified				
7. Key human engineering design goals (addressing those for the individual and for the user population as an entity) have been established				
8. Key human engineering design goals have been made congruent with the business objectives of the project				
9. Potential problem areas, constraints, and resource limitations for meeting the key human engineering design goals have been identified				
10. Applicable technical criteria have been selected including the Halliburton Human Engineering Design Guide				
11. Selected technical criteria have been tailored to meet the project needs and objectives				
12. Human factors criteria have been established for the subcontractors				
13. Means have been established for ensuring that subcontractors are compliant with the established human engineering criteria				
14. The roles of each person responsible for human factors engineering activities on the project have been identified and defined				
15. Any training needs to provide the necessary proficiency in human factors engineering have been identified and addressed				
16. All other functional groups involved with the project that have an impact on the human engineering effort have been identified				
17. Participation of the project human factors group in studies, tests, mock-up evaluations, dynamic simulation, detail drawing reviews, systems design reviews and system/equipment/component design and performance specification preparation and reviews have been established				
18. The major regions or points at which a person interacts with a machine or system have been identified				
19. Performance shaping factors pertaining to the probability that an individual or group will adequately perform a given task at the appropriate time during normal and off-normal events have been identified				
20. Knowledge gained from operating experience in similar industries or with similar equipment has been collected reviewed				
21. The systematic process involving the system SMEs, the project HFE coordinator and operators/maintainers for the development of work instructions or instruction sets used to accomplish a given task has been established				



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22. The anticipated shift-schedules have been identified				
23. A validation process for determining the degree to which the human-machine system design and supporting mechanisms facilitate the achievement of overall safety and operational goals has been established				
24. A verification process for demonstrating that equipment and systems have been designed as specified and that adherence to human factors guidelines has been maintained				
25. All human factors engineering deliverables have been identified and the appropriate milestones for delivering established				
26. A database for capturing, tracking and reporting the human factors engineering deficiencies has been implemented				