



CHECKLIST: VENDOR PACKAGE CHECKLIST			
CONSIDERATION	APPLIES	N/A	RESPONSE
Equipment Design			
1. Physical dimensions, layout and arrangement, displays and control design information available for human factors review.			
2. Are the controls of proper shape, size, color, orientation, location, and operating force?			
3. Are the displays of the proper type, shape, marking, location?			
4. Are the controls/displays properly integrated and spatially orientated to related equipment?			
5. Are the visual and reach envelopes adequate?			
6. Is the equipment designed for ease of operation and maintenance?			
7. Is the equipment designed for easy removal?			
Gaining Access to Equipment			
1. Is adequate room provided around skid and individual equipment to perform all operational and maintenance tasks under worst case conditions?			
2. Is there space and facilities for working at heights, for site preparation and laydown areas?			
3. Are equipment openings/manways/tops of correct size and at correct height?			
4. Are permanent work surfaces provided at locations requiring operators/maintainers to produce torque or pushing/pulling forces?			
5. Can equipment requiring frequent maintenance be removed from its location without having to remove other such as piping, wiring, etc?			
6. Would the equipment have to be removed with the overhead crane?			
Access Hatches/Doors			
1. Where are the access hatches and covers located and what are their size/shape and weight?			
2. Type, orientation and number of fasteners and will special tools be required to open them?			
3. Component Location and Identification/Labeling:			
4. Will labeling be provided on equipment or displays or controls or panels associated with the equipment and is there agreement to label according to project guidelines?			
5. Will the labels be white background with black lettering?			
6. Color of equipment?			
7. What about hazard and safety signs?			
Equipment Handling			
1. Will any of the pumps, motors, valves, generators, filter elements require assisted lifting devices (Any equipment weighing over 20kg for an individual, or 40kg for two people must be lifted using platform lifting equipment or through the use of permanent lifting aids)?			
2. Is space provided for the equipment to be pulled (e.g. tube bundles), for the lifting equipment and the worker to stand during removal?			
3. Is it a relatively short distance to the nearest laydown area for removal with the overhead crane?			
4. What happens onshore or on the supply barge?			
5. Is there some support or trolley system provided inside enclosures?			



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Equipment Hazards			
1. Are there guards for rotating equipment?			
2. Are cold/hot surfaces insulated?			
3. Are confined spaces identified?			
4. Are high pressure hoses, lines protected and identified?			
5. Are hazardous chemicals or noxious substances being handled?			
6. Are high voltage contacts, wires, etc. protected from human contact?			
7. Is adequate lighting provided for operation/maintenance?			
8. Will hearing/noise protection be required in and around the equipment?			
General			
1. What are the operation/ maintenance skill requirements?			
2. Are job aids provided for fault diagnosis, maintenance documentation and component identification?			
3. Is training material provided and what format is it in?			
Design Considerations			
1. Are displays located within the viewing are of the user population (between 150 cm [60 in] and 170 cm [68] is usually appropriate)?			
2. Ensure that level indicators are located for accurate reading over the entire scale			
3. Ensure that controls and displays remain together			