







<b>WRA</b>		<b>PQZFFZ</b>
	<h2 style="margin: 0;">Functional Readiness Tracker</h2>	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>		

No.	Description of Task	Comments	Multiple Choice	Yes	No	N/A
<b>8Q WINDOW FUNCTIONAL REQUIREMENTS</b>						
1	Maximo Work Order Number or Primavera Activity ID					
2	Work Order Status (WPLAN minium)					
3	SPA for CAP activity assigned by Functional Lead					
4	Offshore Execute Lead assigned by Functional Lead					
5	Materials: long lead items identified and orders placed					
6	Budget confirmed for Activity					
7	Production impact highlighted in Primavera					
8	MOC requirement identified & discussed with AESTL					
9	Work Pack type specified by Functional Lead					
10	SOIR / SOR from IM or Rotating Equipment received by R&M					
11	SOR provided to vendor / contractor					
12	External resource POB & duration in Primavera					
<b>12 WEEK GATE &amp; ADDITIONAL 12 WEEK FUNCTIONAL REQUIREMENTS</b>						
13	WO Status (APPR minimum)					
14	PO placed and materials confirmed as available 6wks before SSD					
15	Verify all stock materials are fit for use & reserved against WO					
16	Special tooling identified & located - inc. certification. Ordered if not already held.					
17	Preservation requirements for materials identified for transportation & storage					
18	Child work orders for PUWER & temp equip assessments raised or activity line in Primavera created					
19	Core crew hours identified & recorded in Maximo or Primavera					
20	SIRP L2RA (ICC) and/or WCC L2RA required					
21	Child work orders raised or activity line in Primavera created for scaffolding					
22	Child work orders raised or activity line in Primavera created for insulation					
23	Child work orders or activity line in Primavera created for PE002 checks					
24	Lifting requirements identified					
25	WO raised for any lifting lug NDT required					
26	Complex lift plan requests submitted by Lifting Competent Person (LCP) to Lifting Contractor					
27	Back-to-back Operations Job Officers provided by Offshore Execute Lead					
28	Production impact quantified & agreed with AESTL					
29	MOC Number					
30	MOC Status (reviewed minimum)					
31	External personnel booked (PO issued)					
32	Mob forms submitted					
33	Mobilisation dates reserved in ATS					
34	Work orders provided to the Functional Scheduler for nesting under main activity. All WOs listed in this tracker (inc. Non-CAP)					
35	Ops procedures for flushing / purging & leak testing drafted					
36	Isolation materials ordered					
37	Work pack formally issued to Offshore Execute Lead for review. WP on Readiness Assurance Sharepoint Site					

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<b>6 WEEK GATE &amp; ADDITIONAL 6 WEEK FUNCTIONAL REQUIREMENTS</b>						
38	WO status (WSCHD minimum)					
39	Materials received onshore and available to ship when required					
40	Significant deck Space requirements discussed with Deck Foreman					
41	GoC cert pack created					
42	Requirement for ICC L2RA identified & scheduled					
43	Requirement for WCC L2RA identified & scheduled					
44	MoC Status (APPROVED minimum)					
45	Lifting plans created					
46	Rigging equipment confirmed available (or ordered if not available in rigging loft)					
47	Confirm vendors are harness trained					
48	Ops procedures for flushing / purging, leak testing or return to service approved					
49	Will WCCs be prepared onshore for activity? If YES, has Offshore Execute Lead been informed? (SPA to select)					
50	Back-to-back Lead Tech Job Officers provided by Offshore Execute Lead					
51	Allocated resource hours checked and accepted by Offshore Execute Lead					
52	Work pack read & accepted for execution by Offshore Execute Lead					
53	Readiness Tracker ownership accepted by Offshore Execute Lead (accountability remains with SPA)					
<b>2 WEEK GATE &amp; ADDITIONAL 2 WEEK FUNCTIONAL REQUIREMENTS</b>						
54	Materials confirmed offshore by PMC and checked by Job Officer (including isolation materials)					
55	Specialist tools correct and available offshore					
56	GoC cert pack finalised					
57	MTL & OTL have agreed proposed GoC certs					
58	Lifting plans approved and ready for use					
59	Lifting equipment located and ready / correct for use					
60	WCC L2RA approved					
61	WCC verified					
62	ICC L2RA approved					
63	ICC verified & approved for use					
64	All deck space / deck crew requirements confirmed and discussed with Deck Foreman					
65	Scaffold erected or scheduled before work starts					
66	COSHH approved					
67	Manual handling risk assessment approved					
68	Rescue plan created & approved					
69	Third party equipment PE002 (offshore) checks complete					

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Comments:

	Signed Off By	Revision Comments:
Print Name:		
Company:		
Date:		
Signature:		