
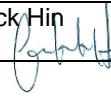
	DOCUMENT NUMBER: SNW-EM-522
DOCUMENT TITLE: System Staging, Dismount, Packing, Shipping	

HISTORY LOG				
Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo 	Lee Kock Hin 

1 System staging and shipping

This document describes handling of systems, including delivery to staging area, system staging, setup, recovery, packing and shipment to site.

This document covers the following areas:

- System delivery to YEI
- System documentation at delivery
- System setup for testing and FAT
- System dismount after FAT
- System recovery and preparation for packing
- System packing
- System shipment to site

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The Project Manager will decide the allocation of this detail work of staging setup. He may assign the project/solutions engineers to do it (if it is small setup) or he may choose to subcontract the work to an outside agency with supervision by the project engineers.

2 System delivery

This section describes delivery of DCS components by YAS production to YEI staging area.

2.1 DCS components

All DCS components will be delivered to YEI staging area by YAS production staff on the agreed date of delivery. YEI project engineer shall receive the components, check for correctness, and sign the delivery note.

2.2 Resale components

All workstations, servers, switches, printers etc will be delivered to YEI area by vendors on the agreed date of delivery. YEI project/solutions engineer shall receive the components, check for correctness and sign the delivery note.

3 System setup

The complete system shall be setup by YEI project/solutions engineers according to the system staging plan.

The following items should be retained for repacking, after FAT:

- Carton boxes and packing materials

Setup the main components such as workstations, servers, printers, server cabinets, power distribution panels, and other panels as per system staging plan.

- Connect RJ45 cables and other signal cables (according to system).
- Connect power cords according to the voltage of the systems.
- Power-up the system.
- Install the system software and application software.
- Commence with system testing.

Note:

Sometimes server cabinet side panels or doors are removed from the units to facilitate system testing. These side panels or doors must be protected from damage by plastic wrap or other means.

4 System dismount

The system is dismounted and the necessary recovery work is carried out by YEI project/solutions engineers.

- Power-down all units.
- Remove power cords
- Remove RJ45 cables and other signal cables. Coil and pack them.

5 System recovery

All units must be cleaned in preparation for shipment.

5.1 Workstations/Servers/Printers/switches

- Power-down all units.
- Remove power cords.
- Remove RJ45 cables and other signal cables. Coil and pack them.
- Ensure all CDs/licenses are properly packed in the respective cartons.
- Back up all application software.

5.2 Recovery record

- The completion of recovery work is recorded in the PE5 check.

6 System packing

Packing is planned by the project/solutions engineer according to the shipping arrangements and according to site requirements.

- All items must be properly repacked in its original packing box for safe shipment to site.
- All cables must be coiled neatly for packing and shipment.

7 System shipping

YEI project/solutions engineer must submitted shipping request to OMP one week prior to expected shipping date. This depends on number of crates and destination.

The shipping request specifies insurance requirements for the shipment. See OMP shipping request form.

The packing list must be attached with the shipping request. This is for the fabrication of the appropriate crates.

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