**PROJECT CHECK LIST**

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| --- |
| Project Name: |
|  |
| End Customer Name: |
|  |
| Document No: |
| ICP-PCL-PRJ#### |
| Document Title: |
| PROJECT CHECK LIST |
| Prepared by: |
| ICPRO SOLUTIONS |
|  |

**REVISION HISTORY**

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| Initial Release | 0 | 18 Sep 2021 | TM | AB | RV |
| **Revision details** | **REV** | **REV. DATE** | **PREP. BY** | **CHECKED** | **APPROVED** |

*CHANGE DOCUMENT CONTROL*

*Once IC Pro have approved the document, every variation made on the document must be referenced as a change.*

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# Introduction

## Purpose

The main purpose of this document is to check that the project software and document backup are stored in the controlled location. In case of any check list steps are not carried out then the action items table will need to be updated.

## Definitions, Acronyms, and Abbreviations

This section provides the definitions of all terms, acronyms, and abbreviations required to properly interpret this document:

| **Acronym/**  **Abbreviation** | **Definition** |
| --- | --- |
| BOM | Bill Of Materials |
| CPU | Central Processing Unit |
| HMI | Human Machine Interface |
| I/O | Input/Output – generally referring to the instrumentation connected to the control system |
| HMI | Human Machine Interface |
| TBD | To Be Determined |

## References

| **Document Name** | **Document Number** | **Revision #** | **Revision Date** |
| --- | --- | --- | --- |
| P&ID |  |  |  |
| Control Philosophy |  |  |  |
| Cause and Effect |  |  |  |
| BOM |  |  |  |
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# Applicable Codes and Standards

## International Electro-technical Commission (IEC)

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| --- | --- |
| IEC 61508 | Functional Safety of Electrical/Electronic/Programmable Electronic Safety-related Systems |
| IEC 61511 | Functional safety - Safety instrumented systems for the process industry sector |
| IEC 61131- 3 | IEC 61131-3 Programming Languages are LD, SFC, FBD, CFC and ST |
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# Check List

| **Phase** | **SL.NO** | **DESCRIPTION** | **STATUS** | **REASON**  IF NO OR N/A SELECTED THEN REASON REQUIRED |
| --- | --- | --- | --- | --- |
| **Development Phase** |  | KOM document Prepared and given Presentation to Client | YES  NO  N/A |  |
|  | Project Plan created and assigned the Tasks in the Timesheet | YES  NO  N/A |  |
|  | Training Provided for the team Members | YES  NO  N/A |  |
|  | Project folder structure created in the back-up server | YES  NO  N/A |  |
|  | Master Document List Prepared | YES  NO  N/A |  |
|  | Confirm the latest Document Templates used for all project documentation | YES  NO  N/A |  |
|  | All the latest document revisions in Master Document List updated | YES  NO  N/A |  |
|  | All latest documents copied in the backup server | YES  NO  N/A |  |
|  | Software developed as per FDS/Client Requirements (in case FDS not available then philosophy document required) | YES  NO  N/A | Philosophy reference clearly mentioned (email copy or MoM) |
|  | Software developed as per Coding Standard document | YES  NO  N/A |  |
|  | Software backup copied to the backup server | YES  NO  N/A |  |

| **Phase** | **SL.NO** | **DESCRIPTION** | **STATUS** | **REASON**  IF NO OR N/A SELECTED THEN REASON REQUIRED |
| --- | --- | --- | --- | --- |
| **Internal testing** |  | Internal FAT performed as per the FAT procedure | YES  NO  N/A | FAT Test Procedure document reference |
|  | Software Release updated in the backup drive | YES  NO  N/A | Software release note |
|  | Internal FAT testing Punch list details updated and copied in the backup server | YES  NO  N/A | Software release note |

| **Phase** | **SL.NO** | **DESCRIPTION** | **STATUS** | **REASON**  IF NO OR N/A SELECTED THEN REASON REQUIRED |
| --- | --- | --- | --- | --- |
| **FAT/Client Witness testing** |  | FAT Procedure Approved by client | YES  NO  N/A | FAT Test Procedure document reference |
|  | Software FAT performed as per the FAT procedure. | YES  NO  N/A | FAT Report document reference |
|  | After FAT, Software Release updated in the backup drive. | YES  NO  N/A |  |
|  | FAT testing Punch list details updated and copied in the backup server. | YES  NO  N/A |  |
|  | After Fixing the punch list, the software backup updated in the backup drive. | YES  NO  N/A |  |
|  | After FAT, any updates required on the project documents. | YES  NO  N/A | If Yes, then list project documents. |
|  | As per row no. 20, the project documents require updated and approved by client. | YES  NO  N/A |  |
|  | As per row no. 20, the project documents copied backup server. | YES  NO  N/A | Software release |

| **Phase** | **SL.NO** | **DESCRIPTION** | **STATUS** | **REASON**  IF NO OR N/A SELECTED THEN REASON REQUIRED |
| --- | --- | --- | --- | --- |
| **Commissioning** |  | Commissioning Procedure or IQ/OQ procedure approved by client. | YES  NO  N/A |  |
|  | Software SAT/IQ/OQ performed as per the SAT/IQ/OQ procedure. | YES  NO  N/A | IQ/OQ or SAT Report document reference |
|  | After Commissioning, Software Release updated in the backup drive | YES  NO  N/A |  |
|  | Punch list details updated and copied in the backup server | YES  NO  N/A |  |
|  | After Fixing the punch list, the software backup updated in the backup drive | YES  NO  N/A | Software Release |
|  | After commissioning, any updates required project documents. | YES  NO  N/A | If Yes, then list project documents |
|  | As per row no. 26, the project documents require updated and approved by client. | YES  NO  N/A |  |
|  | As per row no. 26, the project documents copied backup server | YES  NO  N/A |  |

# Action List

| **SL.NO** | **Action** | **Action By** | **Status** | **Date** |
| --- | --- | --- | --- | --- |
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