

Dear Colleagues,



*This checklist does not replace tracking and support for the property by the HEWI system consultant. Instead it assists them, as the project manager of the startup, to plan the startup date. Planning is the mental preparation of the action.*



*The project manager is responsible for sending Checklists 01 and 02. Before starting the planning the completed CL01 has been returned to them.*

<b>A HEWI project manager</b>		Contact details
1	Name	
2		
3	Name of accompanying support technician	
<b>B User</b>		Name, First name, Phone (mobile)
1	User's PowerUser	
2	User's admin	
<b>C Startup date</b>		
1	Property / Location	
2	Date/time	
3	<b>Required participants</b>	<b>Attendance/Tel. availability?</b>
3.1.	Certified service partner	
3.2.	HEWI employee	
3.3.	User	
3.4.	Others	
<b>D Hardware</b> (please tick where applicable)		Explanation of deviations
1	Hard disc, operation system, HW and installation	<input type="checkbox"/> CL 01 returned and ok?
<b>E Delivery of fittings and ITs</b>		Tick as applicable and if necessary explain
1	SAP job number	<input type="checkbox"/>
2	Delivery date, if applicable, part deliveries	<input type="checkbox"/>
3	Products required for installation available in the property?	<input type="checkbox"/>
	What is missing and what still has to be delivered by the date?	<input type="checkbox"/>
<b>F Checking delivery in the property</b>		
1	Goods complete, visual inspection	<input type="checkbox"/>
2	Visual check of random sample necessary in construction site mode?	<input type="checkbox"/>
3	Programming equipment current status of the FW?	<input type="checkbox"/>
4	Other	<input type="checkbox"/>
<b>G Check the user's lockplan at least 3 days before startup</b>		
1	Lock plan plausibility check	<input type="checkbox"/>
2	Random sample of assignments	<input type="checkbox"/>
2.1.	Persons-Groups of persons	<input type="checkbox"/>
2.2.	Fittings-Protection zones	<input type="checkbox"/>
2.3.	Fittings or protection zones to persons or groups of persons	<input type="checkbox"/>
2.4.	Fittings without protection zones	<input type="checkbox"/>
2.5.	Groups of persons without persons	<input type="checkbox"/>
<b>H Doors in the property</b>		
1	Lists and names up-to-date?	<input type="checkbox"/>
<b>I Fittings</b>		
1	Programming of fittings	<input type="checkbox"/>
1.1.	Fittings QA: 100% functional check by end of installation	<input type="checkbox"/>
1.2.	Installation of fittings, functional check with and without ITs at doors	<input type="checkbox"/>
<b>J Identifiers</b>		
1	IT programming as per user's requirements	<input type="checkbox"/>
2.1.	IT QA at door with issue log	<input type="checkbox"/>
2.2.	Issue of the ITs	<input type="checkbox"/>

<b>K Form reserves</b>		
1	If necessary take reserves of additional ITs and BS and PGE quippment with you	<input type="checkbox"/>
2	Software, stick, FW and updates as well as Netviewer tool with you?	<input type="checkbox"/>
<b>L Other</b>		
1	Who is the direct contact in the event of changes or deviations?	<input type="checkbox"/>
2	What can affect the required success?	<input type="checkbox"/>
3	Who or what have I forgotten!?	<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>
<b>M Customer assessment by project manager</b>		
1	Customer training status for basic operation	<input type="checkbox"/>
2	Customer response to feedback	<input type="checkbox"/>
3	Handover the startup in the form of reports/standard reports /lock plan and acceptance and obtain confirmation	<input type="checkbox"/>
<b>N Startup performed</b>		
1	from	<input type="checkbox"/>
2	on/in	<input type="checkbox"/>
3	Note	<input type="checkbox"/>