

APPENDIX 6. PHASE II ELECTRONICS CHECKLIST

1. Location
2. SMO
3. JON/JCN
4. Work Order/TSSC work release/Risk Management Plan
5. Type of facilities
6. Attendees: F&E chairperson, ANI Operation Liaison (AOL), SMO Point of Contact (POC) for this project, SECM, SMO work order POC
7. Project start date and Estimated completion date
8. Brief scope of project:
9. Package and drawing reviewed, Any changes or additions
10. Facility Transmitting Authorization (FTA)
11. Instruction books for all systems being implemented
12. Regional Project Material List (RPML)
13. New test equipment as called for in Project Status Report (PSR)
14. Needed test equipment for installation, tune-up and reference data available
15. Applicable modification kits on hand, ordered, or completed
16. Where is equipment stored
17. How will equipment be delivered to site
18. Who will assist with excess equipment
19. Person assigned to verify facility reference data during the installation
20. Person from MCC/SMO/SSC assigned for coordination of equipment shutdown, certification, return to service
21. Hazardous material handling including points of contact for all start, stop, clear activities associated with Hazmat
22. TELCO coordination person, if applicable
23. SMO representative/point of contact to act as JAI Board Chairperson
24. Schedule of flight check, if needed
25. Establish weekly or as needed status meetings and who should attend
26. Summary of events developed and plans for project accomplishment/cutover plan