

CHECKLIST FOR SUCCESS

On Short-Duration Legacy System Cutovers



Review existing system documentation

- ✓ Assume drawings are most likely not accurate/current/complete
- ✓ Field-verify the hardware and wiring against the drawings
- ✓ Document inconsistencies



Understand operational functionality of existing system

- ✓ Assume documentation is most likely not accurate/current/complete
- ✓ Allow operators/maintenance/supervisors share knowledge of the system with the Integrator



Understand operational functionality of new system

- ✓ Conduct extensive design reviews
- ✓ Conduct Factory Acceptance Tests (FATs) under full simulation
- ✓ Create a 'living document', capturing the new system's operational functionality



Extensively plan activities/responsibilities prior to cutover

- ✓ Include plant personnel, integrator, contractors, suppliers
- ✓ What pre-work will be performed and by who?
 - Device/wire tagging
 - Panel mounting
 - Conduit and wire pulls
 - Etc.
- ✓ Controllers, I/O, networks, servers, panel configuration & testing - Who & when?
- ✓ Will existing instrumentation be re-calibrated? Who & when?
- ✓ Will any pneumatic tubing re-work be needed? Who & when?
- ✓ Who are the supplier contacts if a device or critical system component fails?
- ✓ How much time and who will be involved in running dry and wet tests of the new control system with existing process and utility systems?



Be aware of other planned projects that could impact or interfere with the cutover

Have a legacy system you need help updating? Or, have a new project you need an Integrator for? Email us!

NewProject@malisko.com