

Hazard Study "Handover Phase" Readiness Checklist

Purpose and Use

Use of this Hazard Study Handover Readiness Checklist is mandatory where a HAZID or HAZOP has been triggered in the "Handover Phase".

The checklist is used at defined handover points to support a structured and collaborative review of hazard study outcomes prior to transfer of responsibility to Operations or the next lifecycle phase.

Where a formal hazard study is not required based on the project or change risk profile, application of this checklist is not mandatory and may be applied at the discretion of the **Job Manager, Project Director or Asset Owner**.

Project Information

Project Name		Tier of Study	
Project Number		Study Date	
Study Type (HAZID/HAZOP)		Job Manager	
Study Name		Facilitator	

Checklist

Description	Proposed Action (if any)	Action By	By When	Completed (Yes or No or N/A)
General				
Scope and objective this meeting / process identified and understood?				
Actions reviewed and any uncompleted actions do not prevent the plant from being returned to service?				
Any operational constraints identified as a result of commissioning documented, approved by the Production Manager and communicated to GenOps?				

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Undesirable running ranges identified?				
Have all the commissioning tests and associated results been accepted?				
Have all temporary settings / software bridges required during commissioning been removed?	<ul style="list-style-type: none"> • PLC • Governor • AVR • Protection • Vibration 			
Punch list updated, reviewed and uncompleted items are acceptable and will not prevent return to service?				
Compliance				
Has Tasnetworks approval for return to service been received?				
Are there any legislative / compliance requirements that have been overlooked?				
If required, are any environmental and other permits in place?				
Are mandatory inspections planned for?				
Have all settings data and software versions been entered into Samson?	<ul style="list-style-type: none"> • PLC • Governor • AVR • Protection • Vibration 			
Human Interface				

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Have procedures that required revision as a result of commissioning been updated?				
Are Operators trained and qualified to operate the plant as commissioned?				
Are Operators aware of any operating limits?				
Are maintenance requirements in place?				
Are lubrication requirements in place?				
Alarms				
Have alarm limits / settings been updated as a result of commissioning?	<ul style="list-style-type: none"> • PLC • Governor • AVR • Protection • Vibration 			
Are Operator actions & priority of alarms clearly defined?				
Are ECS required alarms active?				
Are all 'nuisance' alarms resolved or if not, documented on the Punch list?				
Any Other Considerations				
Hardware bridges / forces remaining	<ul style="list-style-type: none"> • PLC • Governor • AVR • Protection • Vibration 			

