

**[PROJECT NAME] [SITE NAME] [SITE TAG]**

Commissioning Plan

This commissioning plan template has been developed to be used in **low complexity projects** and should be modified to suit each project.

Sections which cannot yet be completed shall be marked as TBC. This box shall be deleted.

Wording in blue is intended to be modified or removed to suit the project.

|  |  |
| --- | --- |
| Prepared by | Role |
|  |  |
| Reviewed by | Role |
|  | Nominated Watercare Lead Commissioning Engineer |
|  | Nominated Watercare Operations Liaison |
|  | Nominated Watercare Water Quality Scientist |
|  | Nominated Watercare Environmental Care Scientist |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved By** | **Role** | **Date** | **Sign** |
|  | Design Delivery Project Manager |  |  |
|  | Construction Delivery Project Manager |  |  |
|  | Operations Commissioning Manager |  |  |
|  | Watercare Environmental Care Manager |  |  |
|  | Water Quality Scientist (Water assets only) |  |  |
|  | [Construction Contractor] Project Manager |  |  |
|  | [Construction Contractor] Commissioning Manager |  |  |
| **Approved For Use By** | [Business Unit] | **Date** | **Sign** |
|  | Watercare [Area] Production / Network Manager |  |  |

1. Introduction

This Commissioning Plan describes specific testing and commissioning for the [Project Name]. Commissioning processes and roles and responsibilities are as described in the Watercare Code of Practice for Commissioning (ESF-700-STD-801) unless identified below.

1.1 Project Overview

*One Paragraph summarising relevant information e.g.*

Overview of assets to be delivered.

Location of site.

Description of project and relationship with existing assets.

From basis of design/project brief summarise:

* Why is the project necessary (growth/development etc)? Greenfield or upgrade? Issues with any existing infrastructure.
* For multistage projects describe the scope of this commissioning plan and how it fits into the other stages.

Key design parameters.

Water quality requirements e.g. UV disinfection used for protozoal and bacterial barrier (sections 4.10.1.4 and 4.10.2.13 of the Drinking Water Quality Assurance Rules).

Complexities that need highlighting e.g. restrictions to time of year.

Process/Plant Flow Diagram

# 

2.  Commissioning Process

Installation completion, Pre-commissioning and Cold Commissioning will be completed by Construction Contractor. The Watercare Commissioning Team will lead hot commissioning with support (labour and equipment) from Construction Contractor.

2.1 Factory Acceptance Testing (FAT)

Assets subjected to FAT prior to delivery include switchboards, software and (list any other equipment that reaches Watercare standards for FAT).

2.2 Site Acceptance Testing (SAT)

The following asset packages are subject to SAT prior to cold commissioning *(list these)*. SAT documents will include completed test sheets and additional supporting documentation e.g. diagnostic software.

2.3 Installation Completion and Pre-Commissioning (IC / PC)

Test records (ITRs) for all individual assets will confirm that installation is in accordance with Watercare requirements.

Assets may then be livened and pre-commissioned using Watercare approved PC ITRs. This will include *(delete if not applicable for this project)* leak testing; installation of process control system software; instrument set-up and calibration; electrical circuits; actuated valves and gates testing, limits and indications set; VSD’s are livened; electrical protection settings tested; motors and pumps bump tested, and test runs completed.

Completed ITRs and supporting documentation are collated into a completion dossier before moving to the next stage.

2.4 Cold commissioning

Using a safe fluid, test the trips/interlocks and control loops. Each system is separately confirmed ready for hot commissioning.

*If this is to be staged, give high level summary of staging.*

* **Internal WSL Milestone and Hold Point – Ready for Hot Commissioning.**

2.5 Hot commissioning

Plant will be started-up and operated in automatic mode on process fluid. All remaining functionality testing is completed. *List any exceptions.*

*If this is to be staged, give high level summary of staging.*

Acceptance to service will be applied for when the project is ready to receive wastewater *OR* when water quality requirements have been met*.*

* **Internal WSL Milestone and Hold Point – acceptance to service.**

After acceptance to service, the remaining ties ins and any last functionality checks. *(project specific summary)*

The Watercare site operations team WSL-O are responsible for routine operation and on-call alarms with support from the Commissioning Team.

*Note any biological processes that require time prior to testing e.g. biofilter performance will be assessed four weeks after start-up.*

* **Internal WSL Milestone – provisional takeover**

2.6 Provisional Takeover

The Project demonstrates stable, reliable and safe operation with no critical faults or alarms.

After provisional takeover, WSL-O will be responsible for operation and maintenance of the [plant]. If WSL-O are unable to resolve any issue or there are potential contractual implications the affected equipment will be left out of service if it is safe to do so. If it is not possible to leave the equipment out of service, the WSL-C on-call personnel will be contacted.

2.7 Performance proving period

The following project specific performance proving has been agreed:

*e.g. 5 days continuous automatic operation.*

*Define who will monitor results.*

*Define the process for non-conformances. Will the test restart from scratch?*

* **Internal WSL Milestone – final handover**

1. Performance Requirements

The following performance specifications are required to be met by the project.

*Table 1: Performance Requirements*

|  |  |
| --- | --- |
| **Stage** | **Performance Parameters and Measures** |
| Hot Commissioning |  |
| Performance Proving |  |

1. Commissioning Team

4.1 Roles and Responsibilities

The commissioning team communication structure, contact details and roles and responsibilities are included below. Detailed role descriptions are in the Watercare Commissioning Code of Practice (ESF-700-STD-801).

*Table 2: Roles and Responsibilities*

|  |  |  |
| --- | --- | --- |
| **Role** | **Company** | **Name** |
| Construction Project Manager | Watercare |  |
| Project Manager | *[Contractor]* |  |
| Commissioning Engineer | *[Contractor]* |  |
| Commissioning team Lead | *[Watercare or delegate]* |  |
| Mechanical Commissioning | *[Watercare or delegate]* |  |
| Electrical Commissioning | *[Watercare or delegate]* |  |
| Instrumentation Commissioning | *[Watercare or delegate]* |  |
| Control System Engineer | *[Watercare or delegate]* |  |
| Design Consultant | *[Design Consultant]* |  |
| Production Manager | Watercare |  |
| Operations Controller | Watercare |  |
| Operations Engineer | Watercare |  |
| Maintenance Controller | Watercare |  |

* 1. Specialist Suppliers *(if applicable)*

The following specialist product suppliers will liaise with the [Contractor] commissioning engineer for specialist testing and commissioning:

*Table 3: Specialist Suppliers*

|  |  |  |
| --- | --- | --- |
| **Supplier Name** | **Equipment** | **Agreed support** |
| [Insert supplier] | Pumps |  |
| [Insert supplier] | VSD |  |
| [Insert supplier] | Flow and level instrumentation |  |
| [Insert supplier] | Switchboard |  |
| [Insert supplier] | Security system |  |
| [Insert supplier] | Fire system |  |

1. Commissioning Staging

*High level commissioning philosophy including sequencing of the works. This section can be further developed as the design is firmed up.*

*Include any statutory testing required for external certification i.e. site certificates for chemical systems.*

The commissioning systems and subsystems have been identified in the table below.

*Potential wastewater pump station process areas and auxiliary systems are listed below. The process groups number needs to corelate with those used in the P&ID’s and tag numbering etc. Delete/add systems from following table as applicable to this particular project.*

*Table 4: Commissioning Systems and Sub-Systems*

|  |  |  |
| --- | --- | --- |
| **System** | **Sub-System** | **Description** |
| 00 | 00-xx | Site General – buildings (civil/electrical/mechanical) and roads etc. |
| 01 |  | Control Systems (DCS, SCADA, Telemetry RTU’s, PLC’s etc.) |
| 03 |  | Site Services – e.g. Compressed Air |
| 04 |  | Service Water/Potable Water - used in the process e.g. chemical flushing, site amenities etc. |
| 05 |  | Fire & Security (includes fire main and hydrants) |
| 06 |  | Low voltage Electrical Reticulation |
| 07 |  | High voltage Electrical Reticulation |
| 08 |  | Heating Venting and Air Conditioning (HVAC) |
| 14 |  | Electrical Generation |
| 35 |  | Odour Control |
| 80 |  | Wastewater Pumping (Wastewater Pump Stations - Networks/Transmission) |
| 81 |  | Wastewater Storage (Networks/Transmission) |
| 82 |  | Gravity Sewer including Manholes (Networks/Transmission) |
| 83 |  | Sewer, inverted siphon (Networks/Transmission) |
| 84 |  | Rising Main (Networks/Transmission) |
| 85 |  | Overflow (Networks/Transmission) |
| 86 |  | Wastewater Grit Collection (Networks/Transmission) |
| 87 |  | Pressure vacuum system |
| 88 |  | Pressure wastewater line valve |
| 89 |  | Boundary connection for pressure wastewater |
| 90 |  | Flow measurement / metering |
| 99 |  | Cathodic Protection System |

## 

5.1 Flush Waste and Commissioning Discharges

The following temporary discharges to trade waste/stormwater/waterway have been identified:

*Table 5: Temporary Discharges*

|  |  |  |
| --- | --- | --- |
| **Discharge** | **Type** | **Consent requirement** |
|  |  |  |

* 1. Temporary Recirculation Requirements

Dedicated recirculation lines will be required to enable commissioning of the following assets. A valve and/or orifice plate will be installed to simulate the pressure expected in the rising main. The recirculation pipe size has been designed to supplement the pressure simulation required.

*Describe where the recirculation line will be tied in (include tag numbers), where the flow will be measured and where it will discharge. Ensure sufficient straight length for flow meter accuracy. The flowmeter supplier may need to be consulted. Include suitable process and layout diagrams.*

*Detail instrumentation required e.g. discharge pressure, suction head, discharge flow measurement.*

*Include tie-in steps required for reinstatement of permanent route including isolation steps.*

* 1. Commissioning Resources Requirement

*List specialist resources required for commissioning especially long lead items. Might include supplier personnel, sampling equipment.*

*Table 6: Resources Required*

| **Resources/Setup** | **Purpose** | **Quantity** |
| --- | --- | --- |
| **Equipment** | | |
|  |  |  |
| **Testing fluids, Chemicals and Lubricants** | | |
|  |  |  |
| **Temporary Connection or Pipeline** | | |
|  |  |  |

* 1. Tie-Ins

Tie-in work affecting any existing treatment plant, piping or control system is summarised in the Table below, identified in the project programme and a CSRP approved.

Each critical tie-in activity requires a methodology (text and drawing) and a risk assessment prepared by [Contractor].

*Table 7: Tie-in list*

| **Tie-in No** | **Tie-in Description** | **Drawing No Ref. No.** | **Description of Criticality** |
| --- | --- | --- | --- |
| **Process Tie - Ins** | | | |
| T-01 | [Insert description] | [Insert description] | [Insert description] |
| T-02 | [Insert description] | [Insert description] | [Insert description] |
| Electrical and Control Tie - Ins | | | |
| E-01 | [Insert description] | [Insert description] | [Insert description] |
| E-02 | [Insert description] | [Insert description] | [Insert description] |
| Security and Fire System Tie - Ins | | | |
| S-01 | [Insert description] | [Insert description] | [Insert description] |
| S-01 | [Insert description] | [Insert description] | [Insert description] |

1. Environmental Considerations

6.1 Consents

*List current and new discharge consents. Ensure that consents are in place for discharges identified above as required.*

1. Health and Safety

7.1 Transfer of Control of Works (for current operational sites only)

It has been agreed that the following work areas can be isolated from site operations and signed over by the [Area] production manager to WSL-P. Within these areas all personnel must follow the [Contractor] control of works processes. For project work areas that cannot be handed over to the Watercare project team, WSL-O will continue to manage Health and safety using the Watercare Control of Works processes. Control of work delineations are identified in the plan below.

*Site plan showing area delineations.*

* 1. Isolations

Isolations for existing assets are to be applied and controlled by WSL-O using the Watercare isolation procedure.

Isolations on Assets which have been handed over to WSL-P will be managed by [Contractor]. When the control of works is handed back to WSL-O all in place isolations must be transferred to the site operations system.

Only people that have been designated as Authorised Persons are able to apply isolations.

* 1. Control System Change Request (CSCR) Application

A Control System Change Request (CSCR) with attached Approved Document Register (ADR) will be submitted to the WSL controls system engineer prior to any modifications or tie ins to the control system.

* 1. Risk Assessment and Register

The Commissioning Lead will facilitate commissioning risk assessment workshops at least 10 days prior to commissioning work starting. Commissioning risks will be logged on a commissioning risk register and reviewed regularly. Commissioning risks with sufficient project impact will be elevated to the project risk register.

1. Training

The following equipment has been identified as being novel to the operating area and hence training will be provided as per the requirements of the Watercare Code of Practice for Commissioning (ESF-700-STD-801)

*Table 8: Training*

|  |  |  |
| --- | --- | --- |
| **Equipment / Process** | **Supplier** | **practical / classroom/ online/** |
|  |  |  |
|  |  |  |