

Commissioning Meeting Agenda & Minutes

The below details the commissioning meeting agenda that will be used for all future meetings once the Commissioning Kickoff meeting has been conducted and concluded.

Project:	
Meeting Date:	Monday, 22 November 2021
Reference Number:	CxMeet-001

Attendees

The following persons were in attendance at the meeting.

Name	Company	Role	

Agenda/Minutes

1.0 Introduction

Guide: Introduce everyone at the meeting

		Responsible / Date to be closed	Date Closed
1.0			
1.1			
1.2			

2.0 Cx Process

Guide: Discuss the commissioning process that will be adopted for the project to ensure all are aware of status and any problem areas

		Responsible / Date to be closed	Date Closed
2.0			
2.1			
2.2			

3.0 Document Process

Guide: Clarify and agree on the document issuing/approval process for all Cx Documentation

		Responsible / Date to be closed	Date Closed
3.0			
3.1			
3.2			

4.0 Tracking and Issues

Guide: Discuss items relating to tracking documents, observations, status, and progress

		Responsible / Date to be closed	Date Closed
4.0			
4.1			
4.2			

5.0 Documentation

Guide: Discuss specific Cx documents requirements and formats: Cx Organigram | Owners Project Requirement | Basis of Design | Cx Plan | Cx Spec | Final Cx Document List | Documentation Approval Process | Final Cx Docs

		Responsible / Date to be closed	Date Closed
5.0			
5.1			
5.2			

6.0 Other Documents

Guide: Discuss any other types of documents needed to complete the Commissioning works: BMS Points List | BMS Graphics | Equipment Tagging | Material Submissions | Approved Drawings | CFD | Discrimination, etc.

		Responsible / Date to be closed	Date Closed
6.0			
6.1			
6.2			

7.0 Final Documents

Guide: Discuss formats and expectations regarding the final documents that will be issued. FAT Reports | Cx Reports | SAT Reports | Systems Manuals | Logbooks | Final Cx Reports | O&M

		Responsible / Date to be closed	Date Closed
7.0			
7.1			
7.2			

8.0 Programme

Guide: Discuss and review the Commissioning Programme, formats, approval, and progress, etc. FAT | SAT | IAQ | Enclosure | Training | Handover

		Responsible / Date to be closed	Date Closed
8.0			
8.1			
8.2			

9.0 Lessons Learned

Guide: Run through any lessons learned that have been noted previously or any specific items that should be considered to complete the Commissioning

		Responsible / Date to be closed	Date Closed
9.0			
9.1			
9.2			

10.0 Factory Testing

Guide: Discuss in detail any items relating to the Factory Acceptance Testing. Planning | Location | Progress | Team Going | Test Script | Final Report | Observations, etc.

We would break this down into each piece of equipment being tested

		Responsible / Date to be closed	Date Closed
10.0			
10.1			
10.2			

11.0 Site Testing

Guide: Discuss in detail any items relating to the Site Acceptance Testing. Planning | Location | Progress | Team | Test Script | Final Report | Observations etc.

We would break this down into each system type [BMS, Controls, Electrical, Fire, Mechanical, etc.] being tested

		Responsible / Date to be closed	Date Closed
11.0			
11.1			
11.2			

12.0 Settings

Guide: Ensure to cover anything to do with specific plant settings, documents, and onsite verifications

		Responsible / Date to be closed	Date Closed
12.0			
12.1			
12.2			

13.0 Training

Guide: Start the conversation regarding the training of facilities staff early in the project to ensure all requirements are being met.

		Responsible / Date to be closed	Date Closed
13.0			
13.1			
13.2			

14.0 Integration

Guide: Run through and update in line with any integrated testing that will be conducted. Fire | Electrical | Mechanical | Smoke | Building Blackout

		Responsible / Date to be closed	Date Closed
14.0			
14.1			
14.2			

15.0 Final Document Progress

Guide: Progress of the final documentation related to O&M and Reports

		Responsible / Date to be closed	Date Closed
15.0			
15.1			
15.2			

16.0 Electronic Platforms

Guide: All information relating to the Electronic Platforms utilized on the project should be documented and discussed.

		Responsible / Date to be closed	Date Closed
16.0			

		Responsible / Date to be closed	Date Closed
16.1			
16.2			

17.0 Other Meetings

Guide: We usually include a section to document any requirements that are to be addressed from other meetings not explicitly related to Commissioning, an excellent way to keep track and note any changes

		Responsible / Date to be closed	Date Closed
17.0			
17.1			
17.2			

18.0 Any Other Business

Guide: Section for 'any other business.'

		Responsible / Date to be closed	Date Closed
18.0			
18.1			
18.2			

-END-