

Your Start Up Checklist

We're here to help you navigate the critical and complex as you start your plant floor operations back up. This checklist can aid Maintenance Managers, EH&S Managers, and Engineers as your operations ramp up to meet growing post-COVID-19 demands.

Want to learn more? Join our industry experts as they discuss these checklist items in detail during our [Starting Your Manufacturing Operations Back Up](#) Webinar.

COVID-19 Checklist

Safety Considerations

- Workplace zoning
- Evaluate building readiness
- Create space guidelines (washrooms, eating areas, visitors, public)
- Increased cleaning and disinfectant routines
- Prepare for high risk populations
- Ensure physical distancing
- Point of entry screening and program management (wellness and temperature checks)
- Contractors, shipping & receiving, and delivery policy

Communication

- Educate and communicate with your organization on how to reduce transmission
- COVID-19 protocols
- Sick leave policy
- Return to work plan
- Prepare employee Q&A
- Cross-train teams to prepare for absenteeism to maintain business continuity

Plant, Machine, and Automation Checklist

Facility Preparation

- Facility risk assessment
- Ensure you have the correct safety equipment on hand (PPE)
- Prepare inventory (PPE, cleaning supplies, etc.)
- Identify Lockout/Tagout locations
- Verify current prints, drawings, IO schedule
- Prepare inventory (PPE, cleaning supplies, etc.)
- Verify files (PLC, drives, HMI, SCADA)
- Have the right software, hardware, and cables available



Visual Safety Inspection

- ___ Update all panel legends
- ___ Document disconnect locations
- ___ Check out airlines, hoses, and hydraulic systems
- ___ Inspect for loose or frayed wiring, moisture in enclosure, etc.
- ___ Verify all plug-in connectors are tight and secured
- ___ Make sure all safety guards are installed
- ___ Visual inspection of equipment and devices (HMI, PLC, sensors, light curtains, e-stops, robot)

Component Test

- ___ Check and record voltages at circuits
- ___ Perform and record calibrations where applicable
- ___ Test all alarm systems, horns, sirens, etc.
- ___ Verify HMI operation - correct time and date if applicable
- ___ Verify PLC operation (faults, run status, battery status)
- ___ I/O schedule and verification (sensors, switches, PB's, cylinders, motors, etc.)
- ___ Robot function, servo motors/drives, light curtains/safety scanners vision inspection systems, UPS Systems, etc.

Start Up/Commissioning

- ___ Switch gear: systematic approach to bringing equipment online
- ___ Power up hydraulics and pneumatics: pressures within range
- ___ Review any diagnostic history, including events and alarms
- ___ Cycle equipment/run dry cycle on machines where possible
- ___ Verifying run times
- ___ Verify there are parts for production
- ___ Verify network connection to OT or IT network is working properly

Sustainable Operations

- ___ Regularly scheduled infrared scans
- ___ Regularly scheduled oils samples for transformers
- ___ Arc flash studies/IR reports
- ___ Parts inventory up to date
- ___ Develop preventative maintenance checklist and schedule
- ___ Data collection and predictive maintenance
- ___ Dashboards and line display (key metrics)
- ___ OT network reliability