

Assessment of Performance Requirements Checklist

To complete this checklist, click on the tick boxes in the approved column corresponding to the activity done. Afterwards, sign the authorisation box and email to the approving Project Manager or similar.

	Date/ Reference	Initials
Assessment of Performance Requirements Checklist		
Items		
<p>- Facility Category</p> <p>For each facility:</p> <ul style="list-style-type: none"> - Clarify DHS requirements and plans for services delivered by the facility - Agree with DHS the facility category to be applied 		
<p>- Supplies to Site</p> <p>For each engineering service ascertain the particulars of the supplies to the site eg:</p> <ul style="list-style-type: none"> - Number of independent feeders - Ring main - Availability and nature of alternative supplies - History of reliability - Provisions of supply contracts 		
<p>- Risk Analysis</p> <p>For each service conduct a risk analysis in accordance with AS4360</p> <ul style="list-style-type: none"> - Identification of risks - Consequences of failure - Probability of failure - Remediation measures - Priority 		
<p>- Required Security Supplies</p> <p>For each service determine the security of supplies required to comply with the engineering service delivery requirements appropriate to the category of the facility.</p>		
<p>- System Design / Review</p> <p>For each service, design the system that best meets the security requirements. For existing facilities, review the design of the engineering services to assess their ability to meet the security requirements.</p>		
<p>- Capital Works</p> <p>Where capital works are required to meet the assessed security requirements, initiate and progress appropriate projects in accordance with the procedures contained in the Capital Development Guideline</p>		
<p>- Contingency Plans</p> <p>Review and update as required the contingency plans for situations that could arise from the failure of one or more of the essential engineering services.</p> <p>Have copies of the plans been promulgated to all internal departments as well as to DHS?</p>		
<p>- Annual Tests</p> <ul style="list-style-type: none"> - When was the last test of contingency plans, such as a black start test, conducted? Refer to Annex I - Were the results reported to senior management? Refer to Annex J 		

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- Has action been initiated to rectify the problems revealed by the test?		

Assessment of Performance Requirements Checklist Authorisation

Certified by	
Principal Consultant	Date

Endorsed by	
Consultant Project Manager	Date

Checked by	
CMB Project Manager	Date