

Commissioning Plan

Scope, Roles & Acceptance Criteria

Agree the scope, systems, roles, schedule and acceptance criteria before anyone energizes anything.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
Scan to open · flowdit.com

Project		Date	
Commissioning lead (CxA)		Client	
Rev.		Sheet ___ of ___	

Plan sections agreed	Done	Open	N/A	Notes
Scope and boundaries defined				
Systems and sub-systems listed				
Roles and responsibilities assigned				
Schedule tied to project milestones				
Test procedures referenced				
Acceptance criteria agreed				
Documentation and turnover requirements set				
Safety and permit requirements captured				

Systems to commission

#	System / sub-system	Owner	Target date	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Acceptance decision

Rule: the plan is baselined only when scope, roles and acceptance criteria are all agreed.

Status: ☐ Draft ☐ Issued for review ☐ Baselined

Commissioning lead

Client / owner

Name / Signature / Date

Name / Signature / Date