Commissioning Readiness Review Worksheet

Original field aid for technicians, engineers and commissioning managers. Use the project's governing requirements and authority structure.

A completed worksheet does not authorise energisation, start-up or transfer of operating control.

1. Identify the review

Project, system and review identity

Project / facility		**Review date / revision**	
System / package / activity		**Review lead / participants**	
Reference drawings / records			

2. Define the intended milestone and boundary

Milestone and intended operating state	
Physical / functional boundary, exclusions and interfaces	

3. Physical completion and evidence

Mark Yes / No / N/A and cite the record. Explain N/A and any incomplete or conditional evidence.

Review prompt	Yes / No / N/A	Evidence / exception reference
Defined physical boundary and configuration verified		
Required completion and test evidence accepted		
Instrument / test-equipment identity and validity checked		
Temporary arrangements, isolations and interfaces recorded		
Open punch items and constraints assessed for this milestone		
Required drawings, records and operating information available		

4. Punch items, constraints and blockers

Item / constraint and reference	Consequence for this milestone	Required control / action owner

Use the project punch convention. A high progress percentage does not override a blocker.

5. Procedures, resources and interfaces

Project / system / review reference: _____

Review prompt	Status	Reference / gap / owner
Procedure / method and correct revision		
Competent people, roles and specialist support		
Tools, instruments, consumables and facilities		
Construction, vendor, client, Class and operations interfaces		

6. Authorisation and operating-control checks

Required check	Status	Authority / evidence / condition
Required permit / isolation / control-of-work checks		
Authorised operating state and operating-control holder		
Protective functions, emergency response and stop controls		
Required witnesses, hold points and release authority		

7. Actions and follow-up

Action / linked constraint	Owner	Due date	Closure evidence / reviewer

8. Decision record and review triggers

Review recommendation: ☐ Hold ☐ Conditional recommendation ☐ Recommend consideration for authorised release

Decision, conditions and residual constraints	
Responsible decision-maker / date / reference	
Next review / triggers to reopen this decision	

Review again after relevant configuration, scope, procedure or operating-state changes; new defects or blockers; expired conditions; or a failed test. Apply the project's own review triggers.

This is a review record, not an operating permit or automatic release. Record any subsequent authorisation separately through the responsible project process.

Original worksheet · Elvis Rigby · emrigby.com · Not a client or employer standard.