

# Preliminary Acceptance (G 30)

<b>machine:</b>	
<b>supplier:</b>	
<b>customer:</b>	
<b>order number / order date:</b>	
<b>specification:</b>	<b>mechanical:</b> <b>electrical:</b> <b>general requirements:</b>

**The machine was checked. It matches the specification respective completeness (items delivered, manual and documentation, general requirements), efficiency test and machine capability. The machine is approved for test operation.**

- "o.k." = 100 % o.k.  
(no actions required)      machine is able to operate  
⇒ trial operation until.....
- "o.k. but actions required"  
⇒ action plan      machine is able to operate  
⇒ trial operation until.....
- "not o.k. actions required"  
⇒ action plan      machine is **not** able to operate  
⇒ preliminary acceptance must be repeated!!

.....  
Place

.....  
Date

.....  
Signature Project Engineer

.....  
Signature Operations

.....  
Signature Compounding / PiPo

.....  
Signature Automation Engineering

.....  
Signature Quality Assurance

.....  
Signature ESH

.....  
*Signature supplier*

**Preliminary Acceptance (G 30)**

Form

COMP-BU S\_08 F004

**Action Plan:**

no.	action	responsible	deadline

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**1 Report – Check of Completeness**

**1.1 Items delivered**

**2.1.1 Mechanical equipment**

no.	description	fulfils correlated specification		in implementation		remarks
		YES	NO	YES	NO	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Technical equipment is equivalent to the questionnaire</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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**2.1.2 Electrical equipment**

no.	description	fulfils correlated specification		in the implementation		remarks
		YES	NO	YES	NO	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Electrical equipment is equivalent to the questionnaire</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Remarks:

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**1.2 Documentation**

no.	description	YES	NO	not required	comment
1	Layout drawings (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Mechanical drawings (paper + digital) with correlated parts list, including pneumatic- and hydraulic drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Circuit diagrams (paper + digital) with correlated parts list referring to electronic specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	User manual according to CE (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Parts list (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Spare parts list / wear parts list (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Maintenance documentation, including maintenance plan (at least for the guarantee period) (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Lubrication plan (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Risk analysis / hazard assessment (basis for CE compliance) (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	EC declaration of conformity (paper + digital)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	SPS- programs in the latest version (2x on USB flash drive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





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**1.1 General requirements**

no.	description	YES	NO	remarks
1	Latest changes integrated and implemented	<input type="checkbox"/>	<input type="checkbox"/>	
2	Control units (e.g. monitors, panels, etc.) in right position according to ergonomic guidance	<input type="checkbox"/>	<input type="checkbox"/>	
3	Aspects of maintenance are considered (accessibility, TPM, ...)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Colour according to the specification	<input type="checkbox"/>	<input type="checkbox"/>	
5	All labels (type label) are fixed, all labelling in local language	<input type="checkbox"/>	<input type="checkbox"/>	
6	Area is clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	
7	CE-label is placed	<input type="checkbox"/>	<input type="checkbox"/>	
8	Safety approval & functional test were successful	<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

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**2 Report – Efficiency Test**

**2.1 Agreed Conditions**

no.	description	requested	measured	OK	NOK	remarks
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

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**3 Report – Machine Capability**

**3.1 Agreed Conditions**

no.	description	requested	measured	OK	NOK	remarks
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	
		1,67		<input type="checkbox"/>	<input type="checkbox"/>	

Remarks:

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