

# Process Close Out Report

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Client:

Author:

Job Nr.:

Date:

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## 1.0 Plant Type, Location, Capacity

Plant

Location

Utilities

Storage, offsites

Units

**Unit**

**Capacity**

**Technology**

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## 2.0 Project Characteristics

Type of project

Type of contract

Company scope

Guarantees

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## 3.0 Process Staffing

Process supervisor

Lead process engineers

Process engineers

Heat exchanger specialists

Process control engineers

Commissioning engineers

Lead flow sheet engineers

Flow sheet engineers

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### Distribution:

Process department manager, Section Managers, Process Manhour Files

Circulation copies process sections

Process calculation files

Lead process engineer(s)

Project Manager

Proposals Department Manager

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## 4.0 Schedule

	Planned (months)	Actual (months)
Study		
Basic engineering		
Detailed engineering		
Precommissioning		
Start-up		
Hazop study		
Other		

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## 5.0 Deliverables

	Yes/No	Remarks
Study reports		
Design basis		
Heat/material balances		
Process flow diagrams		
Equipment datasheets		
Thermal rating		
Equipment list		
Pressure/temperature		
Utility summary		
Relief valve loads		
Engineering flow diagrams		
Utility eng. flow diagrams		
Logic diagrams		
Process control narratives		
Line tables		
Instrument data		
Technical writing		
Hazop study		
Operating manuals		
Start-up/testrun		
Testrun reports		
Flare system design		

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**Yes/No    Remarks**

Relief design basis

Detailed engineering

Commissioning/precom.

Plot plans

Process safeguarding memo

Others

## 6.0      Process Team Experience Summary

Name							
Function							
Unit(s)							
Supervision/coordination							
Simulations							
FRI programs							
Flare program							
Steam balance program							
Other computer programs							
Equipment data sheets							
Pressure temperature prof.							
Process flow diagrams							
Engineering flow diagrams							
Utility eng. flow diagrams							
Line tables							
Instrument data sheets							
Relief load calculations							
Hazop study							
Precommissioning manual							
Operating manual							
Start-up/testrun							
Other							

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## **7.0      Remarks/Problem Areas, Suggested Improvements**

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## **8.0      Unique Process Design Features (e.g. first of a kind, unusual unit operations)**

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## 9.0 Process Manhour & Scope Summary

### Schedule

	Orig. Est.		Final	
Process Design Package		weeks		weeks
Detailed Engineering		weeks		weeks

### Equipment Count (unique)

	Orig. Est.			Final		
	Exist-chkd	New	Mod.	Exist-chkd	New	Mod.
A-account	0	0	0	0	0	0
M-account	0	0	0	0	0	0
P-account	0	0	0	0	0	0
T-account	0	0	0	0	0	0
G-account	0	0	0	0	0	0
H-account	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0

	New		Mod.	
Process Flow Diagrams				
P&ID's				

### Process Manhours

	Orig.	Change Orders	Est. final
UE110 Process Engineering	0	0	0
UE113 Thermal Rating	0	0	0
UE118 Process Control	0	0	0
UE120 Commisioning	0	0	0
UE241 Flowsheet	0	0	0
UD800 CAD	0	0	0
Operating Manual	0	0	0
Hazop	0	0	0
Hazop follow-up	0	0	0
<b>Total</b>	0	0	0
Final budget total (incl. c.o.'s)		0	

### Manhours per piece

	Orig.	Final
New + modified	<b>!Zero Divide</b>	<b>!Zero Divide</b>
Total, new, modified & existing	<b>!Zero Divide</b>	<b>!Zero Divide</b>

Notes:

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## 10.0 Checklist for Job Close Out

	<b>yes/no</b>	<b>date</b>	<b>initials</b>
Close out report issued			
Job calcs indexed and incorporated into process department files			
Copy of selected process calcs given to projects for "offsite" storage			
Network G-drive screened and archived			
Heat and material balance computer calcs archived			
Job files (excl. calcs) retained with            until startup			
Special software developed (including check) to be saved in H:\develop for final implementation			

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## 11.0 Additional Process Department Work

	<b>required yes/no</b>	<b>remarks</b>	<b>scheduled date</b>
Field equipment check			
Field P&ID check			
Performance test run			
Test run report			
Operator training			
Precommissioning			
Commissioning			
Start-up coverage			
Others			

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## 12.0 Supplemental Notes