

# Checklist for Oxygen Plant Asset Handover

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This checklist is designed to guide key stakeholders (e.g., Country Team, Principal Recipient, Sub-Recipient, Ministry of Health, Facility Directors, and plant staff) through the handover of an oxygen plant to the responsible party. It outlines essential activities to complete prior to handover, along with required documentation and technical conditions that must be understood by responsible parties and end users. As a practical, action-oriented tool, it complements existing technical guidance and supports a clear, orderly transition of oxygen equipment and responsibilities. Users seeking more detail are encouraged to consult the linked reference documents. This checklist is not exhaustive and can be adapted to suit different implementation arrangements and country contexts.

## 1. Documentation and language requirements

### Pre-Commissioning

- ☐ Key technical documents received in the agreed language, including:
  - ☐ Plant warranty terms and conditions
  - ☐ Information about the supplier maintenance. This may come in the form of a contract, service level agreement, or an informational questionnaire. See the [service contract guidance document](#) for what should be included
  - ☐ Plant maintenance schedule
- ☐ Oxygen plant manuals and training materials provided in the agreed language best understood by plant operators
  - ☐ If applicable: Translations requested from suppliers or arranged by national counterparts. Confirm receipt before commissioning.
  - ☐ If applicable: External translation arranged

### Post-Commissioning

- ☐ Completed commissioning documents received in the agreed language, including
  - ☐ Equipment testing reports or checklists
  - ☐ Oxygen piping testing report or checklist (if applicable)
  - ☐ Infrastructure and electrical as-built drawings
  - ☐ Supplier training documentation

## 2. Warranty Terms

For further detail on each item in the checklist below, review the BHI [warranty terms guidance document](#).

- ☐ Supplier warranty terms received in the agreed language.
- ☐ Supplier questionnaire received in the agreed language.  
*Note: Applicable only for supplier led site readiness through i+solutions*

The below information should be found in the supplier warranty terms document (and/or the supplier questionnaire)

- ☐ Warranty terms include:

- ☐ Warranty start date
- ☐ Warranty duration
- ☐ Contact information for service providers
- ☐ Procedures for initiating a warranty claim
- ☐ Response times for warranty claims
- ☐ Procedures for issue escalation if no response to claim
- ☐ Warranty conditions
- ☐ Electrical requirements for the oxygen plant (e.g., voltage requirements, frequency range, backup power requirements, and maximum downtime). If these requirements are not met, there is a risk of the warranty being voided.
- ☐ Authorized personnel and permitted actions:
  - ☐ Individuals permitted to operate and maintain the plant
  - ☐ Actions allowed under the warranty
  - ☐ Plant operator's maintenance responsibilities during warranty period
- ☐ Visit costs:
  - ☐ Party responsible for each cost (e.g. spare parts, shipping, labor, travel)
- ☐ *Note: The host facility should confirm that any costs not listed as covered by the warranty are included in their maintenance budget*

*Note: Any incomplete or unclear warranty term should be flagged and discussed through appropriate channels until clarity is achieved.*

### 3. Supplier Preventive Maintenance

For further detail on each item in the checklist below, review the BHI [service contract guidance document](#).

- ☐ Preventive maintenance budget planned across relevant grant cycles

Confirm that the PR has received the below listed information regarding the supplier maintenance.

- ☐ Plant maintenance schedule received in language best understood by PR and plant operator
- ☐ Plant service contract or information about supplier maintenance received in language best understood by PR and plant operators
- ☐ Information on the supplier maintenance has been received, including the following:
  - ☐ Process for initiating and authorizing emergency repairs
  - ☐ Supplier response timeframe for remote support
    - ☐ Procedures for escalating the issue if there is no response
  - ☐ Responsibilities for storage and inventory management of consumables and service parts are defined
    - ☐ Party responsible for the secure storage of spare parts and consumables
    - ☐ Party responsible for inventory records
  - ☐ If applicable: Terms and conditions for contract termination for both parties
  - ☐ List of costs covered by the supplier for both **regular service** and **emergency repair visits**, including but not limited to:
    - ☐ Spare parts
    - ☐ Shipping fees
    - ☐ Technician labor
    - ☐ Travel
    - ☐ Incidental expenses
  - ☐ *Note: The host facility should confirm that any costs not listed as covered by the supplier are included in their maintenance budget*
  - ☐ Frequency of service required based on hours of operation
    - ☐ If supplier does not adjust schedule to facility's operating plan:

- ☐ Understand costs of additional services
- ☐ Include additional service visits in the facility budget
- ☐ Party responsible for scheduling service visits (service provider or facility).

**Notes:**

- ☐ Any incomplete or unclear maintenance service term should be flagged and discussed through appropriate channels until clarity is achieved.
- ☐ Active supplier preventative maintenance must be in place, without gaps in service, to maintain a valid warranty.

#### **4. Commissioning Requirements**

**This section should not be completed until the above sections have been completed in full.**

For further detail on each item in the checklist below, review the [BHI Commissioning Guidelines Document](#).

**Pre-commissioning conditions:** *The oxygen plant commissioning process should not start until:*

- ☐ Site readiness work is completed and cross-checked against drawings and scope.
- ☐ The supplier has been coordinated with on installation requirements (e.g., electrical infrastructure, piping)
- ☐ Warranty terms are/have been received, reviewed, and understood by PR and facility (facility administration **and** plant operators)
- ☐ Supplier maintenance activities understood by PR and facility (facility administration **and** plant operators)
- ☐ Spare parts and consumables are organized and inventoried
- ☐ Operators have tools for exclusive use on the oxygen system
  - ☐ *Note: For recommended oxygen plant tools, review the [BHI Plant Maintenance Tool Kit List](#)*

**Commissioning completion:** *The oxygen plant commissioning documents should be signed when:*

- ☐ All elements of commissioning checks are completed and meet required standards per equipment specifications
- ☐ There has been an inventory check of all spare parts, consumables, and tools provided by the supplier
  - ☐ Signed copy to be shared with the facility/PR for their records

**Post-commissioning:**

- ☐ Supplier provides plant operator training on:
  - ☐ Basic operations
  - ☐ Supplier maintenance and warranty details
  - ☐ Plant operators maintenance responsibilities
- ☐ PSA plant maintenance logbooks are used to track plant maintenance, service, and repair activities.
- ☐ Recommendation to use documented communication channels to issue reporting and support requests.