

Installation Readiness Checklist for Self-Contained Current Surveys

Procedure Number: 5.2.1.6

Created: March 28, 2012

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Revised:

Installation Readiness –

Personnel preparing to conduct a currents survey should complete the following checklist prior to the deployment. This list is not intended to be entirely comprehensive, but rather to provide a general overview of the steps to complete and the factors that should be considered prior to departing on the vessel for deployment operations. There are often unique circumstances that may require additional preparation, and each project should be thoroughly evaluated prior to beginning on-site installation work.

Recon Review –

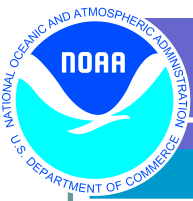
- ___ Review the reconnaissance package to determine if there are any special or abnormal requirements, or station relevance/importance that will need to be addressed.

Engineering Review-

- ___ Field Lead and/or Project Lead will submit suggested mounts for each site, based on equipment availability, to the Engineering Review Board. The Field Lead and Project Lead will work with the Review Board if modifications are needed for site specific requirements.

Permission and Permits –

- ___ Obtain all necessary permissions to perform the planned work.
- ___ Obtain any required permits from Local, State, or Federal agencies and/or from the site owner if necessary.
 - i. This includes access permits, waivers from use restrictions, etc.
 - ii. Depending upon the complexity of the project and outside agencies involved, this process can also take a significant amount of time to complete, and so it should be started as soon as feasible once permission has been obtained from the site owner or regulating agency.

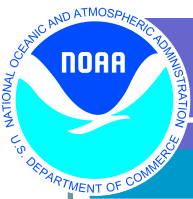


Equipment –

- Account for any special equipment requirements for the project (e.g., boom or fork truck for loading/unloading equipment, acoustic markers, mooring anchors).
- Ensure the project is fully funded and the necessary equipment has been requested from either the Chesapeake Instrument Lab (CIL) or the Seattle Instrument Lab (SIL) as appropriate.
 - i. Time required for manufacturer's fabrication/build, or repair, of mounts and instruments is often on the order of 1-4 months.
 - ii. Equipment with cost exceeding the micro-purchase threshold will be procured through C-request, which often adds an additional 1-3 months to the lead time for obtaining the requested gear.
 - iii. As such, it is critical to communicate your equipment requirements to CIL or SIL as soon as possible in the planning process to ensure timely availability, especially for specialty gear or equipment exceeding the Purchase Card threshold.

Deployment Logistics –

- Review of stations/sites and engineering review of mounts should be completed ahead of vessel selection, to provide needed input for geographic location and required minimum vessel capability.
- Vessel agreement
 - i. Interagency coordination of vessel deployment schedules.
 - a. Time and personnel comments need to be made clear to the supporting agency.
 - b. Scheduling for vessel access during planned deployment period.
 - ii. Coordination of commercial or contract vessel schedule.
 - a. Statement of Work (SOW) for solicitation (allow 6 months)
 - i. The C-request can take 3 months from submission of SOW.
 - ii. Source Evaluation Board to review bids (formed by project manager) and submit an evaluation.
 - iii. After a vessel is chosen, deployment and vessel schedules should be coordinated by the Field Lead, Project Lead and vessel captain.
 - iii. Kick-off meeting with principles
 - a. In-house Project and Field leads, vessel captain and other support personnel if available.
 - b. IDIQ Project and Field leads, Task Manager, COR, and IDIQ contractors.



- Arrangements made for shore side logistics, shipping, staging, loading, vessel berthing, ramps or water access areas, equipment storage, support equipment, utility access if needed.

- Charts, logs, and site locations provided to involved personnel, and vessel captain/operator.

- Travel arrangements made: Following personnel and travel resource approval by the appropriate Branch Chief or Resource Manager, Hotels arranged (if over per-diem and no government rate can be found additional prior approval is needed), vehicle(s) reserved (GOV/Com, POV approved), and flights arranged if needed.

Special Training or Other Requirements –

- Schedule and/or complete any specialized training that may be required (e.g., cold weather, exposure suit).

- Identify and purchase any necessary specialized site specific Personal Protective Equipment (e.g., PFD, steel toe, knife, safety glasses, hard hats).

- Identify any necessary identification or training required to enter site for work to include letters (e.g., TWIC, CAC, valid state driver's license).

- Identify any other special requirements that may be required (e.g., no facial hair upon arrival, safety glasses worn at all times) and ensure that entire field party is aware of the requirements prior to departure for the staging or work site/platform.

5.4.3.2.B Currents Tool Bag Checklist			
	Quantity		Quantity
<u>Combo Wrenches:</u>		<u>Pliers:</u>	
7/16"	2	Standard	1
9/16"	2	Needlenose	1
5/8"	1	Needlenose Vice-grips	1
3/4"	1	Channel Locks	1
14mm	1		
13mm	1	<u>Miscellaneous:</u>	
10mm	1	111 Goop	1
		Allen Wrench set	1
<u>Sockets:</u>		Awl	8
Socket Set (standard) w/ Wrench	1	Box Cutter	1
7/16" Socket	1	Duct Tape	1
1 1/4" Deep Socket	1	Electrical Tape	1
		Hammer	1
<u>Impact Drill:</u>		Power Inverter	1
Drill	1	Rope	1
Drill Bit Set	1	Rubber Mallet	1
Drill Bit Adapter Set	1	Sharpie Marker	1
		Strap Wrench	1
<u>Flat Head Screwdrivers:</u>		Tape Measure	1
Standard Size	1	Volt Meter	1
Tiny Size	1	WD40 (not if airport involved)	1
		Wire Cutters	1
<u>Phillips Screwdrivers:</u>		Wire Stripper	1
Standard Size	1	Zip Ties (small, med. Large)	1 bag per size
Tiny Size	1		
<u>Crescent Wrenches:</u>			
Medium	1		
Small	1		
<u>Nut Drivers:</u>			
7/16"	1		
5/16"	1		