GOVERNMENT ACCEPTANCE CHECKLIST

ACTIONS	SIGNATURE	DATE
☐ **EQUIPMENT MANUFACTURED BY CONTRACTOR** • Verify with Industrial Planning Production Division (code 63100) that the equipment delivery includes all Contract Line Item (CLIN) requirements especially a complete set of technical documentation (manuals, schematics, etc.). • If the procurement contract did not include a requirement to provide technical documentation, the Equipment Engineer shall initiate a contract to purchase the documentation within 5 days of receipt. ☐ **LOCALLY MANUFACTURED EQUIPMENT** • Develop a Local Engineering Specification (LES) per references (k) and (l) detailing the operating, maintenance and repair procedures for the equipment. Includes Illustrated Parts Breakdown.	Equipment Engineer or Technician (code 63100)	
AFTER INSTALLATION Verify the checkout and operation of the equipment prior to government acceptance. Includes validation of: • Production equipment, tools and software programs. • The first article produced to the design data/specification.	Equipment Engineer or Technician (code 63100)	
Approval by the OSH Office (code 65100) that the equipment is safe for operation.	OSH Office (code 65100)	
Approval by the Environmental Management Office (code 65300) that the equipment is in compliance with environmental laws and regulations and that all applicable permits are in place.	Environmental Office (code 65300)	
Approval that equipment complies with WHE requirements (if applicable).	WHE Program Manager (code 63160)	
Approval of electrical utility connections (if applicable).	Electrical Engineer(s) (code 63160)	
Acceptance by Plant Maintenance that all required technical documentation, maintenance procedures and maintenance training have been delivered or on order.	Plant Maintenance Rep (code 63300)	
Acceptance by production shop.	Shop Supervisor	
Acceptance by the Training Division to ensure artisan training certification requirements are documented.	Career Development Division (code 64400)	
Central Technical Publication Library (CTPL) to verify receipt of commercial or government technical documentation per references (d).	Technical Data Management Branch (code 68510)	
Prepare Equipment Custody Record, FRCSE 11016/6, to document the release of equipment to the custodian per reference (a).	Industrial Support Equipment Office (code 63020) Equipment Engineer or Technician (code 63100)	
Others as required.		