Planning a Site Acceptance Test (SAT)

To ensure your systems will perform as intended, a comprehensive Site Acceptance Test (SAT) is required prior to handover to operations for start-up. For a successful SAT, all stakeholders should be properly aligned with regards to the project execution team, timeline, SAT procedure, and other relevant action items. Use this checklist as a guide to planning your next SAT.

Project Execution Team

Project Team _____

Operations _____

Maintenance _____

Vendors _____

Project Timeline

- ☐ Discuss expected date of the SAT with key stakeholders
- ☐ Establish duration sufficient for anticipated complexity of the project
- ☐ Plan the project schedule to accommodate time to complete the SAT and re-verify any new or changed logic
- ☐ Plan the project schedule to allow for plant startup and possible support needed

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Each checklist will be unique to the project at hand. SATs may be hardware only, software only, or integrated hardware/software. When creating the checklist, the following should be addressed:

- ☐ Responsibilities & deliverables, assigned in advance
- ☐ Control module I/O assignments
- ☐ Graphic functionality
- ☐ Higher level code functionality (equipment modules, phases, or other logic programs) & recipe handling
- ☐ Communication with 3rd party systems
- ☐ Interlock verification

- ☐ Historical data collection
- ☐ Any special items or concerns
- ☐ Anything not included in the FAT and held for SAT
- ☐ Sign-off fields for each item to be checked, verified, and validated prior to handover to operations

SAT To Dos

- ☐ Confirm the SAT procedure is reviewed by all involved personnel and comments have been incorporated
- ☐ Plan for team accommodations
- ☐ Set up remote access for any teammates
- ☐ Confirm personnel available for the site testing period

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