



**START-
UP**

*Start-Up
Services*

Overview UNICO recognizes the importance of timely, effective start-up of its equipment during machine installations. To this end, UNICO has instituted a logical process that ensures orderly start-ups.

Prior to Arrival

UNICO offers an optional Pre-Installation Inspection. When this service is requested, the items listed in the Pre-Installation Inspection checklist are reviewed by UNICO personnel prior to the arrival of start-up personnel. Refer to the *Pre-Installation Inspection* brochure (#8414) for further details. Otherwise, it is up to the customer to review these items carefully to make certain that start-up time is used effectively.

Upon Arrival

When UNICO start-up personnel arrive, the site manager should hold an informal meeting to review and reach consensus on each of the following:

- Plant policies
- Working hours
- Start-up schedule
- Locations of equipment and spare parts
- Plant personnel involved
- OEM personnel involved
- After-hours phone numbers
- Use of plant and/or cellular phones
- Working area for start-up engineers

Documentation

Throughout the start-up process, UNICO personnel will maintain four working documents. Customers should review these documents daily. The first, a *field service report*, chronicles time spent and services performed by the start-up engineer. The *installation verification schedule* documents the start-up process and communicates progress relative to the initial time line. A *punch list* outlines unresolved problems prior to the completion of start-up and is used to coordinate activities between the machine builder, the user, and UNICO. The final document, the *machine log book*, records part replacements, wiring changes, and other field modifications. While this information may also be noted in the field service reports, the machine log book provides a permanent record that remains with the equipment.

Overview
(continued)

Acceptance

Acceptance of the installation is a critical step in the start-up process. Acceptance procedures should be agreed upon during the Pre-Installation Inspection. To meet acceptance tests, the equipment must operate at the maximum rate specified for each part or type of material. Performance statistics are recorded in the machine log book. Charts of system performance accompany the statistics as a baseline for future reference. All wiring is inspected and approved, and any drawing corrections and changes are forwarded to UNICO's engineering staff. Start-up records are copied and distributed appropriately. Requests for spare parts or training are forwarded to the proper UNICO personnel. Spare parts belonging to the customer were used to replace warrantied parts are replaced. Prior to departure, an emergency contact list is left with the customer.

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