

FIWP DOCUMENT CONTENTS TEMPLATE

Scope

A brief description of the work to be completed

Deliverable

A brief description of the product the work will result in

Activities

What needs to be done, by whom, and how long will it take?

Resources*

Equipment

Any equipment required to complete construction of the FIWP

Tools

Only specialty tool requirements and not the tools normally found in worker toolkits

Materials

All materials required to complete construction of the FIWP

Labour

Required trades with special attention paid to identifying special skills.

(i.e., High pressure welding tickets)

Work Instructions

Specifically where the work is not routine

Safety Equipment

Only specialty safety equipment and not those items normally provided to workers

(i.e. gloves, hardhats, etc.)

Drawings

All drawings required to complete construction of the FIWP

Vendor info

Contact information, product specifications

****Details must be included as to when and where the resource is required. This is of particular importance when the resource is in limited supply or extremely costly.***

Special Conditions

Elevation

Confined Space

Safety Hazards

Health and Safety Requirements

Job Hazard Analysis

Permits

Quality Control

NDE

Hydrotest

Other

Interdependencies

Is this package dependant upon any other packages and if so which ones

Risk Planning

Identifying risks and developing mitigation strategies that may include alternate package release.

Reverse Punch list

Identifying errors that are likely to occur and taking action to reduce the likelihood of them occurring. (e.g. gaskets have been installed upside down, give a warning about this potential error, provide training and colour code the valve side of the gasket)

Lessons Learned

Were there any learning's that could improve future FIWP?

Note:

Estimates are time not cost based. It is unlikely that sub-contractors would be willing to provide cost information.