



Onsite Preparation

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- 1) Meet with the Onsite Team
 - a) Floorplan Verification
 - i) The floorplan is the most current available and is accurate for the test(s).
 - ii) Origin and Sample Point locations are accurate and accessible.
 - iii) Identify any risks associated with the Origin and Sample Point selections.
 - b) Facility Walk-Through
 - i) Use floorplans to locate the key locations and controls as outlined in the meeting.
 - ii) Verify HVAC System is on "Occupancy Mode" for unoccupied test areas.
 - iii) Align on access for test areas that maybe locked or occupied.
 - c) Test Schedule
 - i) Align on start/stop times.
- 2) Establish the Work Area
 - a) Align on a designated area where the Project Manager and support Team can meet and prepare for testing.
 - b) This area should be away from test areas, if possible.
- 3) Test Team
 - a) Test Plan Review
 - i) Make any changes to the test plan based on the Floorplan Verification, Facility Walk-Through, and Test Schedule. Ensure changes are documented on the project configuration form and floorplan.
 - b) Roles
 - i) For Teams of two or more determine what roles everyone will perform. Example:
 - (1) Clean Person: Does not handle equipment or Tags.
 - (2) Dirty Person: Handles equipment and Tags.
 - (3) Documentation: Keeps accurate records for each test. Make corrections and communicates any changes to the Team. Verify labels and accuracy of OP/SP set-up locations.
 - c) Materials and Equipment
 - i) Assemble Buckos, if needed.
 - ii) May preassemble test equipment.