EQUIPMENT ACCEPTANCE CRITERIA / ILLUSTRATIVE CASE

What will count as acceptable equipment performance?

The management decision

Agree the checks while the buyer and supplier can still clarify expectations. Record who witnesses each check and who decides what happens when a result falls outside an agreed limit.

When a requirement is written loosely, a supplier and buyer may expect different proof of satisfactory performance. The disagreement often surfaces close to handover when the schedule is tight. Clear acceptance criteria help the project team plan what to observe, how to capture it and who will decide if an exception is acceptable. This makes it easier to resolve a disagreement while the people involved are still available.

Worked example

The team has planned checks for 17 of 20 requirements, giving 85% planned coverage and three gaps. Those 17 become completed checks only when the appointed people capture the agreed evidence.

Example figure	What it represents
20	Requirements
17	Planned checks
85%	Planned coverage

What changes the answer

If one test record supports two requirements, confirm it covers both sets of operating conditions. Keep the witness date and source record with each conclusion.

Equipment acceptance criteria

What to commission

Prepare checks for one equipment handover using the approved requirements and available evidence from the supplier or site.

We plan the evidence needed for each condition and the route for recording departures. This lets the team see which requirements have a practical check and which still need a supplier answer or a decision.

How to judge the result

The appointed team can identify what to observe, what constitutes a pass and who decides when a result falls outside the limit.

Keep planned checks and completed evidence separate. The appointed parties conduct physical tests and decide whether the equipment is acceptable.

Decision worksheet

Project detail	Starting point for your team
Decision owner	Equipment acceptance lead. Name the person who will approve the next step.
Records to gather	Approved equipment requirements, available performance limits and the checks you already expect to run.
Agreed output	An acceptance checklist and editable forms for evidence and exceptions.
Decision date	Record the deadline, any unresolved assumption and who will confirm it.

Discuss this case

Tell us what equipment is being handed over, when testing is planned and any requirement likely to be disputed. Identify the team that will witness tests or approve the result. We can discuss which requirements should be translated into checks first.

Email info@oxetc.co.uk and mention ENG-11. All figures in the worked example are illustrative.