**PROJECT MANAGER:**

* The checklist is an aid to help in mapping the scope of the procurement and required infrastructure.
* The checklist will form the basis for prioritizing and planning administrative and technical support at IKP.
* The filled-out checklist is to be sent to the responsible engineer in the research group, the purchaser and technical coordinator at IKP, Gøril Flatberg.

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| **Research group / project:** |  |
| **Project manager:** |  |
| **Cost centre:** |  |
| **Is the procurement a part of IKPs investment list? 1)** |  |

1)If NO please contact your research group leader for approval.

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| **Procurement type and scope (new procurements and / or upgrading):** |
| Procurement of equipment > 100.000 NOK (**YES 2)/ NO**): |
| Building/upgrade of experiment rig (**YES 3)/ NO**): |
| Total cost estimate not incl. tax: |
| Specify the procurement: |
| 1. If YES a tender must be prepared. This is done in collaboration with the purchaser at the department. Also fill in the Tender process below. 2. Ordering form workshop: <https://innsida.ntnu.no/wiki/-/wiki/English/Workshop+at+IKP+-+Monteringshallen> |
| **Tender process 4):** |
| Project responsible for the tender / procurement: |
| Desired date for delivery of equipment: |
| Are the equipment requirements completed (for procurement > 100.000 NOK) (**YES 5)/ NO**): |
| Suitable suppliers / manufacturers (minimum of 3 for procurement > 100.000 NOK): |
| 1. Procurements of goods and services at NTNU: <https://innsida.ntnu.no/bestille> 2. Templates for tender documents: [LINK](file:///\\felles.ansatt.ntnu.no\ntnu\nv\ikp\Felles\FAGBESTILLER-ANBUD\MALER%20ANBUD) |
| **Area and infrastructure:** |
| Desired placement (Room number): |
| Physical size: |
| Room responsible: |
| Infra structure:   * Gas (specify): * Electricity: * Water: * Ventilation: * Is UPS (uninterruptible power supply) needed, incl. justification: |
| **Installation / Assembly / Users:** |
| Rig / Apparatus responsible: |
| Installation done by (supplier / IKP): |
| Instrument testing (SAT / IAT / FAT) 6): |
| Participants for instrument training (students / PhD / Engineer / researcher): |
| Number of users (1-2 users, 3-5 users or more): |
| 1. SAT = Site Acceptance Test  IAT = Internal Acceptance Test FAT = Factory Acceptance Test |
| **Health, Safety and Environment (HSE):** |
| Is a risk assessment of the rig / instrument performed? (YES (incl. ID nr.) / NO): |
| Does an apparatus card exist? (YES / NO): |
| Does a flow schematic / flow diagram of the rig / instrument exist? (YES / NO): |
| Particular HSE requirements with regards to usage of rig / instrument:   * Gas (i.e. need for detectors, cabinet fume hood etc.): * Pressure: * Temperature: * Chemical use: * Electricity (EX?): * Ventilation: * Dangerous waste: * Other: |

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| The check list is based on the following guidelines and laws (Norwegian):  1: Lov om offentlige anskaffelser [anskaffelsesloven]: ( <https://lovdata.no/dokument/NLO/lov/1999-07-16-69>)  2: Forskrift om offentlige anskaffelser (anskaffelsesforskriften): ( <https://lovdata.no/dokument/SF/forskrift/2016-08-12-974>)  3: Anskaffelser ved NTNU: ( <https://innsida.ntnu.no/bestille>)  4: HMS ved NTNU: <https://innsida.ntnu.no/wiki/-/wiki/Norsk/HMS+retningslinjer+-+samleside> |

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| If needs within several areas arise during completion of the checklist, it is recommended to organize a meeting with the different responsible persons: Purchaser, responsible for the procurement, HSE coordinator, representative from the workshop and others if necessary. |