Clear findings.
Ready for your graphics team.

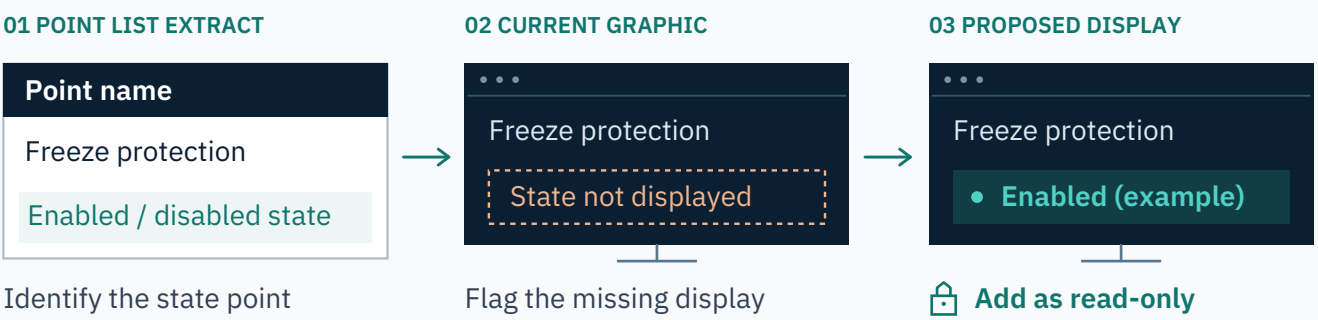
YOUR FIRST PAID REVIEW / OPERATOR GRAPHICS

USE CASE / EXAMPLE SCOPE

For checks after an update or before handover.

Start with a defined scope, such as one AHU and its related screens.
Cross-check all registered points and required items missing from the list or graphics.

SAMPLE FINDING / SIMPLIFIED VIEWS · FICTIONAL CASE



Why: make unintended disabling visible to the operator.

REVIEW / CHECKS THAT INFORM THE DECISION

01	**Displays & omissions**	Required measurements, setpoints, states, alarms and controls; names, units and state labels.
02	**Bindings & controls**	Point bindings, display conversions, input limits and operator permissions, checked against configuration records.
03	**Basis for changes**	Check approved changes to determine whether graphics, settings or documentation need updating.

DELIVERABLES / PUT THE FINDINGS TO WORK

01 / PDF

For decisions & corrections

A report linking affected items, source records, evidence and proposed corrections.

02 / EXCEL

For tracking every item

Results and evidence for all points and missing items, plus reasons for display exclusions.

One recheck is included in the fee.

Process on page 2 >

Start with what concerns you.

ENQUIRY · QUOTE · DELIVERY · RECHECK / CONTINUED

01



Reply to the message that brought you this guide.

Share what you know: equipment / screens, BMS name, your concern, record types available and target date.

You do not need a complete document set to enquire.

02



Agree inputs and a quote before work starts

I identify the records and extracts needed for the checks.

Graphics & point list	Screen PDFs / images; point IDs, names, types and display requirements.
Sequence & changes	Sequences and approved changes; revisions / dates and screen capture dates.
Configuration records	Point bindings, units, display conversions, input limits and operator permissions.

Scope, fee and delivery date agreed before work

Agree the scope, source revisions, exclusions and deliverables.
Fees and dates depend on screen / point counts, review scope, record formats and completeness.
Added scope or new specification changes are quoted separately.

03



Initial review and delivery

I cross-check the agreed scope and deliver a PDF, an Excel register and an explanation. This completes the initial review. Items awaiting evidence and findings awaiting correction are recorded separately.

04



One recheck after correction is included

Your team obtains approvals, makes corrections and performs needed site checks. Submit one consolidated set of before / after graphics, settings and required test records for the original findings.
I recheck that set once and update the register.

Initial delivery completes the review even if corrections are deferred or not needed.
Recheck timing and unused recheck arrangements are agreed in the quote.