

Project planning for the relocation of production systems

The SCHOLPP Checklist for Installers

Relocations and installations of machinery are complex projects. The offers of industrial service providers are often structured differently and sometimes contain different service descriptions for similar package headings. How should the client compare and assess them?

It is not sufficient for service providers to have only general experience with projects in the sector. Many projects require a methodically planned procedure, specific technical expertise, and absolute commercial security. Only in this way can a project be completed with the best possible quality. So what should you look for when selecting a vendor?

The questions in the SCHOLPP checklist help you to compare and evaluate offers in a systematic manner so you can find the right partner for your project.

Offer: form, content, drafting

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| <input type="checkbox"/> Is the offer clearly structured and its content comprehensible? | <input type="checkbox"/> Are all responsibilities and organizational interfaces – with other trades, for example – precisely defined? |
| <input type="checkbox"/> Before the offer was drafted, was there a qualified site visit to check and technically assess the framework conditions? | <input type="checkbox"/> Is the existing insurance coverage sufficient for the resulting risks? If not, has additional insurance been offered? |
| <input type="checkbox"/> Has information been requested regarding the technical criteria, such as <ul style="list-style-type: none">- structural conditions,- permissible ground loads in transport and parking areas,- dimensions of possible openings for bringing in equipment? | <input type="checkbox"/> Are there exclusions for services or items that have not been taken into consideration? Is it possible for further claims to arise, such as for costs for travel, equipment, or additional expenses? |
| <input type="checkbox"/> Have all requirements from the specifications or the project request been considered in the offer? | <input type="checkbox"/> Can the vendor demonstrate certified quality management for the range of services offered? |

Project management: organization, resources, and security

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| <input type="checkbox"/> How is the service provider organizationally set up for the specific project? | <input type="checkbox"/> Are the resources available to implement the project professionally? |
| <input type="checkbox"/> Is there a specific project description as well as installation technologies and a schedule with defined deadlines? | <input type="checkbox"/> Will the project be implemented with its own qualified personnel or with freelancers, temporary workers, perhaps even clandestine workers? |
| <input type="checkbox"/> Has the technical solution been described in a comprehensible manner and technically justified? | <input type="checkbox"/> Do the employees have sufficient experience and expertise for the planned work? |
| <input type="checkbox"/> Does the service provider comply with all the necessary requirements for occupational safety, health, and environmental protection? What measures will be taken for this? | <input type="checkbox"/> Will its own technology be used or will vehicles or devices be leased from third parties? |

If you need further assistance, please ask us. With SCHOLPP, you're on the safe side when it comes to project experience, technical equipment, and competent specialist personnel.