



*Alternative Energy Infrastructure*  
*Project Management Manual*  
*Revision 1*

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# Part 1 – Project Development

1. Local A / E Associates
2. Site Information
3. Conceptual Design(s)

# Part 2 – Project Administration

1. Contract
2. Correspondence
3. Scope of Work
4. Budget
5. Project Schedule
6. Best Practices
7. Issues Tracking

# **Part 3 - Public Participation and Approvals**

1. Code Compliance
2. Factory Acceptance Tests
3. Pressure Tests
4. Electrical Tests
5. Site Acceptance Test
6. Public Approvals
7. Municipal Approvals
8. State Approvals
9. Federal Approvals

# Part 4 - Safety

1. Project Safety Plan
2. Failure Mode & Effect Analysis (FMEA)
3. Computational Fluid Dynamics (CFD)
4. Design Hazard Identification & Risk Analysis (HIRA)
5. Construction HIRA
6. Operational HIRA
7. Disposal HIRA
8. Operational Readiness Checklist (ORI)

# Part 5 - Equipment

1. Compressor
2. Dispenser & Fuel Management System
3. Fuel Generator
4. Gas Control Panel / Vent Stack
5. Power / Control / Communications Panel
6. Storage
7. Skid
8. Electricity Generator / Station UPS
9. Tools
10. Request for Quotation(s) RFQ
11. Purchase Orders
12. Build, Test, Certify

# Part 6 – Station Design

1. General / Architectural
2. Civil
3. Structural
4. Mechanical
5. Electrical & Controls
6. Specifications Booklet
7. Request For Tender (RFT)
8. Construction Contract(s)

# Part 7 - Construction

1. Preparations & Administration
2. Site Construction
3. Equipment Shipment
4. Set Equipment
5. Interconnections
6. Start up & Commissioning

# Part 8 – Manuals

1. Emergency Response Plan (ERP)
2. Station Operations Manual (SOM)
3. Station Maintenance Manual (SMM)
4. Vehicle Operator's Manual (VOM) & FMS Records
5. Original Equipment Manufacture (OEM)  
Components Bulletins
6. Signage, eg:
  - CSA B108
  - NFPA 52:2006
  - NFPA 55:2005
  - Site Specific

# Part 9 – O & M

1. Training
2. Warranty
3. Operations
4. Maintenance
  1. Service Contract