

# Mechanical Installation – Advanced – SQS

## On the Job Training (OJT) Checklist

### Introduction and Sign Off

You must complete this On the Job Training Checklist for every modality you wish to qualify as Lead Installer. You do not need to complete the checklist for every modality if you do not intend to Lead an installation in every modality.

For new products, there may be updates or refresher training available. Be sure to check the Student Page for any updates.

#### Requirements:

- Qualifier:
  - Qualifier must be a certified Lead Installer (Must be recorded in GE's Learning Management System or Vendor Record Keeping System)
- System:
  - Must be non-mobile
  - Must be Digital (cannot be analog)
- Qualiffee:
  - Must have completed the Mechanical Installation – Advanced course
  - Must have assisted in at least one Installation

Your Name (& SSO if GE):

Modality	Completion Date	Qualifier Name (& SSO)
<b>CT</b> ( <i>Computed Tomography</i> )		
<b>CT Revolution</b>		
<b>MR</b> ( <i>Magnetic Resonance</i> )		
<b>NM</b> ( <i>Nuclear Medicine</i> )		
<b>NM/CT</b>		
<b>PET/CT</b>		
<b>PET/MR</b>		
<b>XR/XF</b> ( <i>X-Ray Radiographic / Rad &amp; Fluoro</i> )		
<b>XM</b> ( <i>X-Ray Mammography</i> )		
<b>XV</b> ( <i>X-Ray Vascular</i> )		
<b>XV IGS 730/740</b>		
<b>XV Angio/CT</b>		

## OJT Checklist Tasks

Below are the tasks that must be completed with the Qualifier:

- Shadow Lead Installer
- Discuss Topics with Lead Installer

	Task	Mentor Comments
<input type="checkbox"/>	Attend all meetings with Lead Installer	
<input type="checkbox"/>	Verify Site Readiness	
<input type="checkbox"/>	Inventory Equipment / Check for Damaged/Missing Parts	
<input type="checkbox"/>	Use Templates to Mark Out the System Location	
<input type="checkbox"/>	Install Overhead (where applicable)	
<input type="checkbox"/>	Install Base Plates (where applicable)	
<input type="checkbox"/>	Position Equipment	
<input type="checkbox"/>	Drill Anchor Holes	
<input type="checkbox"/>	Level/Align Equipment	
<input type="checkbox"/>	Secure/Anchor Equipment	
<input type="checkbox"/>	Route and Connect Cables	
<input type="checkbox"/>	Connect to Power	
<input type="checkbox"/>	Install Covers	
<input type="checkbox"/>	Clean Room	
<input type="checkbox"/>	Complete Installation Finalization Checklists	
<input type="checkbox"/>	Complete Paperwork	
<input type="checkbox"/>	Handoff to Field Engineer	

## Discussion Topics

- Pre-Site
  - What meetings/preparation typically take place before going to the site?
  - What are the scheduling meetings typically like?
  - What questions does the PMI ask?
  - What questions does the Customer ask?
- On Site (Pre-Install)
  - Who do you interact with in the planning phase?
  - How does the customer interact with the Installation team? Do they address the Lead Mechanical Installer, or do they talk to the PM?
  - How should the Lead Mechanical Installer interact with the customer? What are the protocols? Is it proper to interact with the customer directly?
  - What questions do you have for the PMI?
  - What questions do you have for the Customer?
- On Site (Pre-Install – Templates)
  - What happens when you find something that won't work according to the Site Plan?

- What happens when the customer requests a modification?
  - What is the most efficient way to utilize the templates?
  - What leeway does the Lead Mechanical Installer have to change what is in the site plan?
- On Site (Pre-Install – Inventory)
  - What happens when there are missing parts? How long does it take to get a part?
  - If you find missing or damaged parts, how does that affect the timeline set in place? How does this affect other parts of the timeline? Or other installations
- Templates
  - How are templates obtained?
  - How are the templates matched up with the Site Plan?
  - What is the process for confirming the template placement with the PMI / Customer?
  - Do customers often ask for modifications? If so, what kinds of modifications are ask for?
- Install Overhead (Where applicable - XR/XV specific)
  - What safety precautions are necessary to install the overhead components?
  - What are some of the typical issues not covered by the service manual?
  - What can be done ahead of time to limit surprises?
  - What local regulations/codes are required by the customer/county/state/country when installing the overhead components?
  - What special tools are needed? Do they come with or must they be ordered separately?
- Install Base Plates
  - How are the base plates aligned to the template?
  - What are the safety considerations?
  - Are there specific floor requirements?
- Position Equipment
  - Where is the equipment stored before it is positioned?
  - Is there a specific order to bringing equipment into the room?
  - Is there enough working space with the equipment in the room?
  - How accurate does the equipment need to be?
- Drill Anchor Holes
  - What are the specific drilling requirements?
  - How can you tell how far you have drilled?
  - What specific tools are needed?
  - Can you use old anchors for the new equipment?
- Level / Align the Equipment
  - What is the alignment specification?
  - How important is alignment to scan quality? What is the impact to scan quality if not properly aligned?
  - What are the methods for leveling this equipment?
- Secure and Anchor the Equipment

- What needs to be done with the dollies once they're removed from the equipment?
- Are there any seismic or non-standard regulatory requirements for anchoring in this area?
- What are the specific securing methods to be employed for this system? What are the torque variances?
- Route and Connect Cables
  - What types of cables are used for this system (data, coolant, etc.)?
  - How must the cables be routed?
  - Are there specific customer requirements?
  - Are there specific tasks that must be performed with (or by) an electrician?
- Install Covers
  - Are there any specifics for these covers? How are these covers fastened to the system?
- Clean Room
  - What is to be done with the garbage? Are there specific customer requirements?
  - What is to be done with the installation-specific tools? How are they returned?
- Complete Finalization Checklist / Paperwork / Handover
  - What is the finalization process for this system?
  - Does it require a test-power on before GE FE acceptance?
  - Are there any barriers that you have encountered that prevented or delayed handover?
  - What is the handover process to the Primary Site FE?
  - What questions does the Primary Site FE ask?
  - What questions does the PMI ask?
  - What documentation is required?
  - Do they do an inspection with you in the room or after you leave?

## Completion & Signoff

I, the student, certify that I have performed the tasks listed above, as well as the tasks listed in the Installation manual in regards to installing the system. The mentor assigned to me has reviewed with and involved me in all steps related to Leading a Mechanical Installation.

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Student Signature

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Date

I, the mentor, certify that the student has successfully completed all of the tasks necessary to lead an installation in this modality.

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Mentor Signature

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Date