Tresco developed this checklist to help verify whether the requirements and recommendations stated in ISO 11064-4 have been followed. It includes all the requirements and suggestions from this standard in order.

Note that the checklist is a guide, not a complete substitute for the standard. Using the checklist helps to:

▌ Identify which recommendations/requirements are relevant

▌ Check if the relevant recommendations/requirements have been followed

▌ Create a systematic record of all applicable recommendations/requirements adhered to

The completed checklist can support claims of compliance with this part of ISO 11064-4. It can be used for auditing existing installations or reviewing proposals for new control room consoles.

HOW TO USE THE MATRIX

The first two columns of the table list numbers and recommendations/requirements to be considered within the control room design project.

The third column shows if the recommendation is applicable ("Y" or "N"). If it's not applicable, an explanation should be added in column five
.
Column four indicates if the recommendation is fully satisfied (Yes), partially satisfied (Partially), or not satisfied (No). For "Partially" or "No," provide a brief explanation.

EXAMPLE

Requirement	Applicable (Y/N)	Compliant (Y/P/N)	Comments
Does the design accommodate users wearing the appropriate PPE?	N	Y	The operations do not require the use of any specific PPE.

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	Requirement	Applicable (Y/N)	Compliant (Y/P/N)	Comments
U1	Is the console designed to be sufficiently rugged for 365/24/7 critical operations?			
U2	Is the workstation designed for the 5th percentile female up to the 95th percentile male user?			
U3	Are there any disabled users that require special design considerations?			
U4	Have all operator tasks been taken into consideration?			
U5	Does the design accommodate users wearing the appropriate PPE?			
U6	Does the design allow operators to vary their posture while working?			
U7	Does the design accommodate users outside of the typical 5th to 95th percentile?			
U8	Does the design and layout of the station allow for multiple users to operate the workstation if needed?			
U9	Is important equipment within easy reach of the operator?			
U10	Is less important equipment accessible, but out of the main working area of the operator?			
U11	Can monitor positions on the workstation be easily and safely adjusted?			
U12	Can operators control the operative temperature range between 20°C and 24°C at their workstation?			
U13	Are the monitors positioned at the appropriate distance, height, and angle to prevent eye and neck strain?			
U14	Is information on screens arranged based on the frequency of use and priorities?			

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	Requirement	Applicable (Y/N)	Compliant (Y/P/N)	Comments
U15	Are shared displays positioned so all operators can see them clearly?			
U16	Are there suitable locations for speakers and other sound producing devices?			
U17	Does the front of the worksurface have a soft, rounded edge to prevent contact-related injury?			
U18	Does the design consider space for shift changeover?			
U19	Is there adequate space for personnel circulation?			
U20	Is there adequate space for management and visitor interactions?			
U21	Are the chairs designed for 24/7 use environments??			
EC1	Are hard button controls properly placed in order to be easily operated when needed?			
EC2	Have emergency controls been protected against accidental activation?			
A1	Are alarm systems prioritized, visible, audible, and properly located?			
A2	Have upset situations been considered?			
CM1	Does the cable management allow for easy installation and maintenance?			
CM2	Does the cable management move with the worksurface to avoid pinching or tangling?			
E1	Do all provided electrical products/components conform with federal and local electrical codes?			

	Requirement	Applicable (Y/N)	Compliant (Y/P/N)	Comments
EM1	Does the console design allow for easy access to equipment for maintenance?			
EM2	Does any console equipment need to be restricted from operator access?			
EM3	Is the equipment stored within the console adequately ventilated to prevent overheating?			
W1	Are worksurface seams minimized, out of the operator's primary working area, and tight?			
W2	Does the workstation have a matte non-reflective finish?			
L1	Does the room have adequate task, ambient, and functional lighting?			
L2	Does the console provide sufficient ambient and functional lighting for the tasks being performed?			
F1	Does the design allow for future expansion of up to 20%?			
F2	Does the design allow for console shape/size to be adjusted easily and cost-effectively?			
F3	Can equipment easily be configured on the workstation?			