Beneficiary preparation for a ClimSA / Puma2025 installation

Dear Beneficiary of a ClimSA / PUMA2025 Station, in order to successfully install the equipment at your premises we would like to ask you a number of questions which will help us prepare both the shipment and our consequent installation of the equipment.

This questionnaire is divided into several sections:

- Shipment Preparation: Verification of the nomenclature and of the deliverable. Additionally we are gathering information of the key persons we will have contact with.
- Status of PUMA 2015 : to understand if the parts that we need to replace are actually usable
- Images of current installation: an image is worth a thousand words
- Planning for installation : to make you aware of what we are expecting on one site and for us to know what to expect on arrival.

Please complete all aspects of questionnaire and do not hesitate to contact us if you have doubts.

1. Shipment Preparation

Please complete, confirm or correct the information we have about the installation

1.1	What is your full station address (where is the satellite dish for reception)?	Eumetsat Allee 1, 64295 Darmstadt, Germany
1.2	What is the latitude and longitude of the station (you can also provide Google Maps plus code) (where is the satellite dish for reception located)?	49.86614138150161, 8.627488199101517
1.3	Language of application/Operating System	English
1.4	Keyboard layout	QUERTY (UK)
1.5	Power Supply and plug type	230V plug type F
1.6	Institution Acronym used to mark the equipment (3 digits state followed by institution acronym). There are limits on the length of the marking	DEU-EUMETSAT
1.7	To whose attention should we send the equipment to?	

		Name, eMail, Whatsapp, and Role of the person.	
1.8	To which address should the equipment be shipped?	Eumetsat Allee 1, 64295 Darmstadt, Germany	
1.9	Who is the person that will be able to discuss with customs during the custom clearing process (Custom Broker). Name, eMail, Whatsapp, and Role of the person.	
1.10	Who is the person that will accept the equipment and make sure that it is stored in a safe place until our arrival for installation. He will need to open one pallet in order to give the cable (if needed) to the technical person to prepare the installation site. Name, eMail, Whatsapp, and Role of the person.	
1.11	Who is the person responsible for the forecasters, that will be able to establish the product required for their work. This person also needs to know the systems that the PUMA2025 will need to share the information with. Besides the technical knowledge it is fundamental that this person can decide autonomously the products to generate. Name, eMail, Whatsapp, and Role of the person.	
1.12	Who is the person responsible for the technical installation, for preparing the site and that will be available to assist us during the installation? He should also be the person that will make sure we can access the building and the antenna for the installation. Name, eMail, Whatsapp, and Role of the person.	
1.13	Who is the person responsible for signing the Installation acceptance Document on the last day of installation and training? Name, eMail, Whatsapp, and Role of the person.	

2. Status of the Puma 2015 station

2.1	Is the Puma 2015 station operational? If not, do you know the reason?	
2.2	If operational, is the reception today good or do you have slots or parts of images not received?	
2.3	Do you know if there is a BandPass Filter installed on the LNB because of interference in the reception due to a Radar or 5G communications?	
2.4	Are there known issues with the antenna? Is the metal sheet and the paint still in good condition? If there are issues, please show these issues with relative photos of the issues. Is there dust on the dish or pedestal?	
2.5	How far is the dish from the location of the computers (PUMA1) measured based on the cable length arriving from the dish? How far is the dish from the forecaster's office?	
2.6	Where are the different PUMA computers installed today? (Computer room, forecasters room, how big is the office how many persons can sit at the desk.)	
2.7	Are the computers currently in an air conditioned environment?	
2.8	Is there currently some kind of power conditioning system in front of the UPSs of the PUMA stations?	
2.9	Are the UPs still operational and connected?	
2.10	How stable is the power? How often does it go away and for how long?	
2.11	Do you have a emergency power generator at the facility and after how long does it kick in?	
2.12	How thick is the coax. cable going to the antenna (use a caliber normally it is either 13mm or 8 mm)	
2.13	What kind of connector do you have at the feed? (F or N connector?)	
1.14	What kind of connector do you have at the computer (receiver) side (F	

		connector?)	
2.15		Address of your LAN (Local Area Network) of the current PUMA stations	
2.16		Is the data received from the PUMA station consulted directly on the PUMA stations or you have additional computers accessing this data? Are they in other rooms? How are they connected?	
2.17		What kind of products are currently extracted from the system and transferred on other systems? How is this transfer performed?	
2.18		List all products normally used and consulted on board of the PUMA stations	
2.19		Do you have internet connectivity at the facility? How is it accessible, via Wifi or directly on LAN? What is the speed and how much of it is it used? Is it reliable?	

3. Images of current installation

To see what to expect on arrival, please take pictures of the following elements similar to the ones that are proposed in the sample document.

No.	Take a picture of	Images
3.1	The whole antenna from the side. If visible, show also where the cable of the feed runs	
3.2	Of the sky where the antenna is looking (are there trees in front of the dish or other obstructions?) Show towers if present. Take a picture with the camera looking at the horizon and one looking where the dish is pointing.	
3.3	of the antenna feed (front and rear)	
3.4	of the mechanism for pointing the dish elevation	

3.5	of the mechanism for pointing the dish azimuth. We recommend including if possible images from the back and from the front	
3.6	Of the front of the dish	
3.7	of the cable under the dish Highlighting ruptures in the cable's isolation	
3.8	Of the hole for water discharge on the front of the dish	

3.9	Of the dish from the back	
3.10	Of the cable arriving in the computer room	
3.11	Of the computer room with the PUMA stations	
3.12	Of the forecasters room with the PUMA station	

4. Preparation for installation

The big difference between the new system, compared to the old PUMA 2015, is that the computers have an option to install the monitor and keyboard remotely to the computer, and that the applications can be accessed remotely from a Web Browser running also on computers that are not part of the delivery but that are on the same network. This means that the computers shipped are not necessarily the computers from where you are going to visualize the products.

Because of this, we are expecting to install most of the computers in an air conditioned server room with little or no access to operators of the workstation. More precisely, we are expecting to install the two PUMA stations and if available at least one of the ClimSA computers in the server room, but only one monitor is going to be there with a monitor switch to view the other computers videos.

The monitor's signal and keyboard can be located in a separate room connected with a Cat5/6 network cable through an extender.

If the ClimSA station is available, there is the possibility to install the second computer in the forecasters room. This workstation is equipped with two additional video outputs that could be connected to other presentation monitors that you might have available on site in the forecaster's room to have the group daily meetings.

We expect the other computers to be located in an air conditioned room and we do not really need space for operators considering there will only be one monitor installed for maintenance.

All (up to three) computers in the server room will fit above the provided 90cm height 19" rack where the UPS and the network switches are located.
You must provide a place (table and chair) to accommodate the monitor(s).

From the Rack, we have the network cables to connect the remote monitor(s), the power inlet from the grid, the power extension and network that will go to the computer at the forecasters room and the network cable to connect to your LAN.
And obviously the coax cable that arrives from the dish.

Based on the answers of this questionnaire we will lay down a plan of the activities to do before the trip of Tecnavia's engineers to the site for the installation.

No.	Questions for final installation	Responses
4.1	Do you have an air conditioned server room at your premises and how far is it from the forecaster's office?	
4.2	Does the antenna cable already arrive in the server room?	
4.3	Do you have a structured network infrastructure for the cabling in your office? (already laid down RJ45	

		cables that can be patched in the computer room.)	
4.4		Will you remotely install the monitors of the computers? What is the distance from the server room? Will you be able to pull the RJ45 cable we provide?	
4.5		Will you remotely install the ClimSA Analysis Workstation as presentation computer in the forecasters office? How far is this from the server room?	
4.6		Are you able to pull the ethernet cable from the server room and the location where you choose to pu the monitor or the computer? Tecnavia will provide the cable and the connectors but you should lay down the cable before our arrival.	
4.7		Do you have an outlet with 10A capacity in the computer room? Regional Training Centers will require 3 independent outlets of 10A each.	
4.8		In your power grid, are your phases a Neutral and a Phase or do you have 2 phases?	
4.9		If you run on a generator, are the phases a Neutral and a phase or do you have 2 phases?	
4.10		Is the ground available in the plugs? If not, do you have a ground available in the server room and how far away is it from the Rack?	
4.11		Do you have available IP Addresses for the new machines on your LAN?	
4.12		Are there restrictions on bringing cell phones with cameras onto the premises?	
4.13		Are there restrictions in creating an internet connection (on demand controlled by your persons) between the computers and the internet using a 4G connection?	
4.14		Is there a Wifi or ethernet connection on the LAN for internet access? What are the limitations of usage and access?	
4.15		Can you assign to us an IP addresses for each computer installed? What are these addresses?	
4.16		Do you have a ladder and people at the training who are available to help us when we need to replace the feed and move the dish or will they have physical restrictions? Two persons beside our engineer are enough.	
4.17		The pallets for shipment are 70Kg in weight. Do you have 3 or 4 persons that can unload them and bring them to the storage area before we arrive for installation?	
4.18		Please list any bureaucratic procedures which need to be prepared before our trip to access the building	

	and the installation location	
4.19	How long does it take to complete locally the bureaucratic procedures, if any, to access the location?	
4.20	Do you have a locked storage room to safely store the pallets before our installation?	
4.21	What are the working hours and what are the rules for staying after hours or over the weekend?	