ADMINISTRATIVE PROCEDURE
DEVELOPMENT AND UPDATING OF
WRITTEN O&M PROCEDURES & PROCESS DEFINITIONS

APPLICATION

Scope: All written O&M procedure and process definition changes and updates.

Purpose: To ensure consistency, quality, and OAP compliant written O&M procedures and processes.

SPECIAL INSTRUCTIONS

1. Include special instructions in this section. (ex: Concurrent Procedures, Hazards & Controls, etc.)
2. Ensure that procedures or processes comply with the following applicable QA procedures in addition to this procedure.
   a) QA-1001 - O&M Preventive Maintenance Procedures
   b) QA-1002 - O&M Emergency Procedures
   c) QA-1003 - O&M Administrative Procedures
   d) QA-1004 - O&M Operations Procedures

DEFINITIONS/ACRONYMS

1. Include applicable definitions and acronyms here.
2. O&M . Facilities Operations and Maintenance
3. QA . Quality Assurance
4. SME . Subject Matter Expert

WORK STEPS

1. Assign subject matter expert (SME) and log procedure or process with unique identifier.
2. Determine and document procedure or process application (i.e., scope and purpose).
3. Review and comply with applicable Quality Assurance procedure/process listed in special instructions.
4. Review related existing procedures, processes, manufacturer recommendations, regulatory requirements, and industry procedures.
5. Prepare initial draft/markup with all relevant elements shown on this procedure (and associated QA procedure) completed, including steps and decision points (if any).
6. Finalize draft.
7. Review and approve.
   a) Ensure that the procedure or process is clear, concise, and accurate.
   b) Ensure that cautions and warnings are included where needed.
   c) Ensure that all procedures or processes use the same standardized format presented here unless modified by specific QA procedure.
   d) Ensure that work step development considers failure modes, effects, and consequences.
   e) Ensure that concurrent procedures and other references are referenced where appropriate.
   f) Ensure that the procedures are validated if/when appropriate.
8. Log, distribute, and file controlled copies of new or updated procedure.
9. Initiate and document procedure training on procedure additions, deletions, or modifications.

RESPONSIBILITIES AND CONTROLS

Provide signature lines as follows:

Rev. No.	SME/Title	Approved/Title	Date	Effective Date
1	Mike Dong Utilities Group Leader	Ken Fletcher Operations Department Head	3/31/2009	3/31/2009