

QUALITY ASSURANCE PROCEDURE FOR PREVENTIVE MAINTENANCE PROCEDURE UPDATING AND DEVELOPMENT

APPLICATION

PURPOSE - To ensure consistent quality in written Operations and Maintenance (O&M) preventive maintenance procedure updating and development while applying the graded approach to maintenance.

SCOPE - All written preventive maintenance procedures updated and developed by or for Operations and Maintenance of Facilities equipment and systems.

SPECIAL INSTRUCTIONS

Refer to ADMN-1001 for general requirements for the development and updating of all O&M procedures.

The Manager of Operations and Maintenance, in coordination with, the applicable supervisor, shall determine the level of significance or consequences and the related formality and frequency of the procedure development and update.

Formal, written preventive maintenance procedures are required for tasks of high significance or consequences. O&M procedure development, changes, and updates occur at a required frequency. Optional or informal preventive maintenance procedures are applied for tasks of medium to low significance or consequences. Optional and less formal O&M procedure development, changes, and updates occur when appropriate.

To be used with all written O&M Preventive Maintenance procedure development and updating.

DEFINITIONS AND ACRONYMS

SME - Subject Matter Expert - person designated by the Manager of O&M that is experienced, knowledgeable, and proficient in safe, code-compliant, value-added preventive maintenance techniques and requirements.

Reviewer - The person designated by the Manager of O&M to review/validate the procedure developed or updated by the SME for applicability, quality, content, safety, and value added.

Editor - The person designated by the Manager of O&M to ensure that all procedures are appropriately updated, controlled, and documented in a timely manner.

Approver - The person, designated by the Manager of O&M, approving the procedure for issue.

O&M - Operations and Maintenance.

QA - Quality Assurance.

SME - Subject Matter Expert.

WORK STEPS

1. SME/Reviewer/Approver - Initiate PM procedure development or update based on significant need, requirement, or value-added.
2. Editor - Initiate PM procedure update based on annual update requirements.
3. SME - Review the procedure application, including purpose, and scope.
4. SME - Review special instructions and definitions.
5. SME - Review and analyze current practice.
6. SME - Review and document references used and sources of requirements.
7. SME - Develop a draft procedure of clear, concise, numbered work steps with associated responsibilities and controls.

8. SME - Ensure that relevant pre and post-maintenance steps; such as shut-downs, start-ups, Hazards Controls, switching plans, post-maintenance testing, etc., are included under "Special Instructions" as needed.
9. SME - Ensure that inspection, test, and measurement data collection and recording requirements are included and the appropriate form(s) are referenced as needed.
10. SME -Ensure that the last work-step includes requirements for recording and reporting, done-by, done-by-date, actual-hours, CM work identified needing a work-order, materials-used, additional Hazards Controls recommended, value-added procedure improvements recommended, and conditional actions taken (ex: replaced belt).
11. SME -Release for approval.
12. Reviewer - Review comments and validate where applicable.
13. Editor - Revise and issue for acceptance.
14. Editor/Approver - Obtain approval signature and effective date (allow time for distribution and training).
15. Editor - Log, distribute, file controlled copies
16. Editor - Initiate and document procedure training on new procedures and procedure changes.
17. PM Personnel - Implement.
18. Editor/SME - Monitor and review the procedure at established frequency and ensure that documents superseded or made obsolete due to the implementation or update of this procedure are:
 - a. Removed from all points of use, or
 - b. Clearly marked as "obsolete" or destroyed, or
 - c. Retained and identified as for legal or knowledge preservation.

REFERENCES/REQUIREMENTS SOURCES

1. ADMN-1001 Development and Updating of O&M Procedures

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