

CPW ENVIRONMENTAL MANAGEMENT SYSTEM PROCEDURE

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Revision: 1	Identification Number: EMS – 4. 4. 6 (A)	
Title:	Operational Control Procedure	
Prepared By:	EMS Procedures Subcommittee	
Reviewed By:	EMS Management Steering Committee	
Approved By:	William E. Koopman Jr., General Manager John Cook PE, Assistant General Manager	
Date Approved:	August 25, 2000	

0.0 Requirement: ISO 14001, Sub Clause 4.4.6 Operational Control

1.0 Purpose

This procedure is used to ensure monitoring and operating instructions are properly identified, issued and controlled, and to ensure that all relevant documents necessary for the proper operation of the process are present.

2.0 Scope

This procedure applies to all associates who issue and control monitoring and operating instructions at CPW where EMS requirements are in place.

3.0 Responsibility & Authority

- 3.1 The department head (or designee) is responsible for the approval, revision, and issuance of monitoring and operating instructions and ensuring associates have the necessary training to perform the job.

4.0 Procedure

- 4.1 Issue and Control of Monitoring and Operating Instructions

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- 4.1.1 Prior to placing new or modified monitoring or control equipment in service the department head will direct the drafting of monitoring or operating instructions for that operation.

NOTE: Monitoring and operating instructions should include the following information where relevant:

- ? Monitoring and Operating Instruction Title and Identification Number
- ? Process or equipment name
- ? Operating criteria
- ? Startup instructions
- ? Shut down instructions
- ? Emergency operation (loss of power, SCADA, etc)
- ? Inspection and test instructions
- ? Corrective action instructions
- ? Revision date and approval
- ? Safety requirements
- ? Housekeeping
- ? Location of manufacturer's reference material

- 4.1.2 The draft monitoring and operating instructions are submitted to the appropriate supervisor(s) to review for operability, completeness, consistency and clarity.

- 4.1.3 The supervisor(s) note any changes or concerns and forwards back to the individual or team that prepared the draft.

- 4.1.4 The individual or team that prepared the draft makes the necessary corrections.

- 4.1.5 The department head reviews and approves the new or revised monitoring and operating instructions.

- 4.1.6 The department head (or designee) issues the monitoring and operating instructions to the appropriate supervisor(s).

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- 4.1.7 The supervisor(s) ensures the operators have the necessary training, including the environmental impacts or potential consequences in deviating from the specified work instructions.
- 4.1.8 The department head (or designee) ensures the documents are available and controlled at all appropriate locations, the most current versions are available for use, and obsolete versions are prevented from further use.
- 4.1.9 Obsolete documents to be retained for legal and or knowledge preservation are removed and marked “Obsolete.”

4.2 Related Documents and Data

- 4.2.1 Training Records
- 4.2.2 Records of Change to related documented procedures
- 4.2.3 Manufacturer’s Reference Material
- 4.2.4 Document Control Procedure