

NAVSEA  
STANDARD ITEM

FY-14

ITEM NO: 009-09  
DATE: 17 JAN 2013  
CATEGORY: II

1. SCOPE:

1.1 Title: Process Control Procedure (PCP); provide and accomplish

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Submit one legible copy of each PCP, in approved transferrable media, to the SUPERVISOR for approval. For planned availabilities, submission shall be no later than **14** working days prior to start of the required process, or as otherwise approved by the SUPERVISOR for emergent work. Unless otherwise specified, Attachment A shall be used as the format for PCP development, ensuring each element is contained within its respective section. The procedure shall contain the following minimum information:

3.1.1 Contractor's name and address.

3.1.2 Process title, number, and date developed.

3.1.3 Description of process, including critical factors which have direct bearing on the process quality and safety.

3.1.4 Qualification requirements for the personnel performing the work.

3.1.5 Inspection and documentation forms.

3.1.6 Acceptance and rejection criteria.

3.1.7 The method utilized to ensure personnel accomplishing the procedure have direct knowledge of the requirements prior to beginning work. A copy of the procedure shall be at the work site during the performance of work.

3.1.8 The method utilized to control the procedure.

3.1.9 Identification of hazardous materials which will be used in the process or hazardous waste that will be generated by the accomplishment of the process and the methodology which will be utilized to minimize the quantity of these materials which will require control and disposal. State if no hazardous material or waste is generated or used.

3.1.10 Approval signature and title of the contractor's representative, date of submission, and scheduled start date of PCP.

3.1.11 Government notification (G) for start of procedure (3.4).

3.2 Submit updated or changed procedures to the SUPERVISOR at least 3 working days prior to implementation.

3.3 Participate in a joint Ship's Force and SUPERVISOR personnel safety brief, prior to start of PCP.

3.3.1 For SI 009-88 PCP's, the safety brief shall include a hand-over-hand inspection and verification of the tagged-out piping/mechanical/electrical system.

**(V)(G) "START OF PROCEDURE"**

**3.4 Provide notification to the SUPERVISOR when ready to start the PCP.**

**3.4.1 Verify the PCP is approved.**

**3.4.2 Verify necessary parts and equipment are on hand to start work.**

**3.4.3 Attend/verify job briefing conducted prior to start of work.**

3.5 Accomplish the requirements of the approved PCP.

3.6 Ensure completed process control documentation provides a record of the data required to control and determine the satisfactory completion of the process.

3.6.1 Submit one legible copy, in hard copy or approved transferrable media, of the completed documentation to the SUPERVISOR no later than 24 hours after completion of the PCP.

4. NOTES:

4.1 None.

ATTACHMENT A  
Process Control Procedure (PCP) Checklist

Section One - Identification

- Include the Process Title and Procedure Number with revision, as appropriate.
- List the *Ship's name*, Work Item and paragraph that the PCP fulfills.
- Include contractor/subcontractor's name and address.
- Include space for the Approval Signature and title of the contractor's representative. Include spaces for the Date Developed and Date of Submission.
- If submitting a previously approved PCP, include the previous Government approval letter (if appropriate) and attach a letter of intent to use the PCP with the updated information required by this section. A revision of Section 1 of the previously approved PCP is not required.

Section 2 - Personnel Qualifications

- List the qualifications of the personnel performing the work.
- Include a statement that a briefing will be conducted prior to beginning work to ensure personnel have direct knowledge of the requirements of the procedure and the safety requirements of the job.

Section 3 - Process Description

- List any specialized or critical equipment needed to perform the work.
- List any specialized or critical personnel safety equipment.
- State that Government Notification (I)(G) will be made at the start of the process as applicable.
- Describe the process as related to the sequence of work.
- List the acceptance and rejection criteria used for determining satisfactory process completion.
- Provide inspections required for the process, to include (V), (I), and (G) symbols invoked by the Work Item applicable to the process.
- Provide inspection and documentation forms applicable to the process.
- Include a statement that a copy of the PCP will be provided at the work site during the performance of the work. A copy of the WAF, ship's EOSS depicting the tag-out, along with a copy of the Tag-Out Record Sheet (TORS) will also be included.

Section 4 - Hazardous Material

- State if no hazardous material/waste will be used or generated.
- Identify any hazardous material/waste used or generated during the performance of work. Include a Material Safety Data Sheet for each hazardous material that will be used aboard ship.
- Describe the methodology to limit the quantity that will require control.
- Describe the methods of the disposal of hazardous material or hazardous waste.