

NAVSEA
STANDARD ITEM

FY-19

<u>ITEM NO:</u>	<u>009-09</u>
<u>DATE:</u>	<u>01 OCT 2017</u>
<u>CATEGORY:</u>	<u>II</u>

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 days prior to start of the required process, or as otherwise approved by the SUPERVISOR. Attachment A **shall be used for** PCP development; ensure each element is contained within its respective section.

3.2 Submit updated or changed procedures to the SUPERVISOR at least 3 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 Make pen-and-ink editorial changes to the PCP when required after work commences. Editorial changes are limited to those correcting typographical errors and do not create a technical change as defined in 3.7.

3.6.1 Submit one legible copy, in approved transferrable media, of any editorial change made to the PCP to the SUPERVISOR within one day of making the change.

3.7 Submit one legible copy, in approved transferrable media, of a report to the SUPERVISOR identifying any technical changes required after work has commenced and prior to proceeding with the affected procedural steps. Technical changes include any change to work scope, work location, work sequence, testing, technical parameters (torque, test pressure, flow rate, etc.), material, inspections, repair processes, references, or change which otherwise alters any technical aspect of the work.

3.7.1 Make technical changes to the PCP and proceed when approved by the SUPERVISOR.

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

3.8.1 Submit one legible copy, in hard copy or approved transferrable media, of the completed documentation to the SUPERVISOR ***within 3 days of completion of the PCP or a minimum of 5 days prior to the scheduled Key Event to which the PCP is tied, whichever occurs first.***

4. NOTES:

4.1 None.

ATTACHMENT A
Process Control Procedure (PCP) **Requirements**

Section One - Identification

- Include the Process Title and Procedure Number with revision **on each page.**
- 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, Date of Submission **and scheduled start date.**
- 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. A previously approved PCP is defined as one that has been approved by the SUPERVISOR for a like system or component.

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

- **Method utilized to control the procedure.**
- List any specialized or critical equipment needed to perform the work.
- List any specialized or critical personnel safety equipment.
- State that Government Notification (V) (G) will be made at the start of the process as applicable.
- Describe the process as related to the sequence of work, **including each critical factor which has a direct bearing on the process quality and safety.**
- 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.
- List the acceptance and rejection criteria used for determining satisfactory process completion.
- Include a statement that a copy of the PCP will be provided at the work site during the performance of the work.

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.
- Describe the methodology to limit the quantity that will require control.

- Describe the methods of the disposal of hazardous material or hazardous waste.