

NAVSEA  
STANDARD ITEM

FY-23

ITEM NO: 009-09  
DATE: 01 OCT 2021  
CATEGORY: II

1. SCOPE:

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

2. REFERENCES:

2.1 Standard Items

3. REQUIREMENTS:

3.1 Submit one legible copy of each PCP, in approved transferrable media, to the SUPERVISOR for approval. For planned availabilities, submission must be no later than 14 days prior to start of the required process, or as otherwise approved by the SUPERVISOR. At a minimum, Attachment A must be used for PCP development; ensure each element is contained within its respective section. (*See NOTE 4.2*)

(V)(G) "START OF PROCEDURE"

3.2 Provide notification to the SUPERVISOR when ready to start the PCP.

3.2.1 Verify the PCP is approved.

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

3.2.3 Attend job briefing conducted prior to start of work, to include personnel safety brief with ship's force. Specific to craft, ship's force attendance is not required.

3.2.3.1 *The safety brief must include a hand-over-hand inspection and verification of the tagged-out piping/mechanical/ electrical system when accomplishing work in Collection, Holding, and Transfer (CHT) and Motor Gasoline (MOGAS) tanks, spaces, or associated piping, including Sewage or MOGAS contaminated tanks, spaces, and piping.* |

3.3 Accomplish the requirements of the approved PCP.

3.4 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 3.5.

3.5 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.

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

**3.6 Unless otherwise approved by the SUPERVISOR, complete and submit one legible copy of Attachment B in hard copy or approved transferrable media within three days of completion of production work and prior to equipment operation or testing.**

3.7 Submit one legible copy, in hard copy or approved transferrable media, of the completed process control documentation to the SUPERVISOR within 3 days of completion of the PCP or a minimum of 5 days prior the scheduled key event to which the PCP is tied. Documentation includes only completed OQE forms, signature records, or other recorded data obtained in the course of executing the PCP. Any previously submitted reports required by the body of the PCP or the associated Work Item do not require re-submission.

4. NOTES:

4.1 A PCP is considered a report if data is recorded.

**4.2 For boats and craft 65 feet and less in length modify section 3.1 to “Submit one legible copy of each PCP, in approved transferrable media, to the SUPERVISOR once approved by contractor. For planned availabilities, submission must be no later than 24 hours prior to start of the required process, or as otherwise approved by the SUPERVISOR. Attachment A is provided as suggestion to be used for PCP development.”**

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.

ATTACHMENT B

PCP Completion

SHIP'S NAME:	HULL #:
WORK ITEM #:	SSP #:
PCP # & TITLE:	

All production work required by the PCP (original, new and growth) has been satisfactorily reviewed, accurate and complete. All non-conformances have been corrected or properly adjudicated.

- 1) All Tests and Inspections up to and including step #\_\_\_\_\_ have been completed, satisfactorily reviewed, accurate and properly documented in the T&I Plan.
- 2) All required reports and all accompanying required data have been submitted, is accurate and satisfactorily reviewed.
- 3) Equipment is ready for operational testing.

RESULTS/STATUS:

- Complete
- Complete w/ Discrepancies
- Incomplete

Comments:

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Print and Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position and Responsibility: \_\_\_\_\_