

**PROCESS ANALYSIS-EFFECTIVE WORK MANAGEMENT**

**PROCESS ANALYSIS CHECKLIST WITH TYPICAL STATUS ENTRIES FOR A  
METALS PROCESSING SYSTEM**

**SOURCE DOCUMENTS INCLUDE PMs, VENDOR O&M MANUALS AND INSTRUCTIONS,  
STAKEHOLDER O&M REQUIRMENTS, AND REGULATORY REQUIREMENTS (especially  
Environmental Health Safety [EHS] requirements)**

<b>Requirement</b>	<b>Item</b>	<b>Status</b>	<b>Date/Initial</b>
REVIEW OF WORK PACKAGE DETAIL	MATERIAL		
	TOOLS, FIXTURES, RIGGING		
	TEST EQUIPMENT		
	WELDING		
	NDT		
	QA/QC HOLD POINTS		
	PMT/ACCEPTANCE CRITERIA		
DO REQUIREMENTS REFLECT GOOD WORK STANDARDS/PRACTICES	REVIEW/APPROVAL		
	EQPT/PROCESS SAFETY HAZARDS		
WAS CLOSEOUT TIMELY AND COMPLETE	REVIEWED BY MANAGEMENT LEVEL PERSONNEL		

Requirement	Item	Status	Date/Initial
	RESOLUTION OF DISCREPANCIES		
SUPPORTING DOCUMENTATION	WORK ACTIVITY AUTHORIZATION AND COMMUNICATIONS		
	SAFETY PERMITS-FLAME, TANK ENTRY, TAGOUTS, ETC.		
	WORK RELEASE BY SHIFT SUPERVISOR		
	MAINTENANCE PROCEDURES		
RELATED ACTIVITIES	APPROVED WORK SPECIFICATIONS AND REQUIREMENTS		
	SPARE PARTS IDENTIFIED AND STAGED		
	UPDATED MAINTENANCE HISTORY		
	CONTROLLED PROCEDURES USED		
	M&TE CALIBRATION PROCEDURES		

Requirement	Item	Status	Date/Initial
HOW ARE TECHNICAL REQUIREMENTS INCORPORATED IN THE O&M WORK PACKAGES			
WORK PLANNING AND SCHEDULING METHODS	RESPONSIBILITIES		
	CHANGE CONTROL FOR CONTINGENCY PLANNING		
	COMMUNICATION OF MAINTENANCE REQUIREMENTS		
	MAINTENANCE WORK ASSIGNMENTS		
WORKER COMPETENCY	EQUIPMENT AND SYSTEM FAMILIARITY		
	FORMAL QUALIFICATION AND CERTIFICATION		
	DO THE WORKERS HAVE SUFFICIENT KNOWLEDGE TO DETECT ABNORMALITIES AND DEFICIENCIES		

Requirement	Item	Status	Date/Initial
(CONTINUED)	HAVE THE MAINTENANCE PERSONNEL PERFORMED SIMILAR MAINTENANCE ACTIVITIES		
COORDINATION AND CONTROL OF THE O&M PROCESS BETWEEN THE MAINTENANCE MANAGER, THE EHS SPECIALIST, AND THE QA SPECIALIST	IS THE STATUS OF THE MAINTENANCE CORRECTLY REFLECTED ON THE SCHEDULE?		
	DO PERSONNEL REVIEW THE MAINTENANCE PROCEDURES PRIOR TO STARTING WORK?		
	DOES THE MAINTENANCE PROCEDURE PROVIDE ADEQUATE INSTRUCTION TO SUCCESSFULLY PERFORM THE WORK?		

Requirement	Item	Status	Date/Initial
(CONTINUED)	ARE SPECIAL TEST INSTRUMENTS, TOOLS, AND JIGS AND FIXTURES SPECIFIED IN THE PROCEDURE?		
	DOES THE PROCEDURE REFERENCE THE APPLICABLE DOCUMENTATION NEEDED FOR THE WORK?		
	ARE APPROPRIATE DATA SHEETS INCLUDED AS ENCLOSURES TO THE PROCEDURE?		
	ARE PROVISIONS PROVIDED FOR LISTING DISCREPANCIES?		
	IS TAGOUT OF EQUIPMENT ADMINISTRATIVELY DEFINED?		
	ARE COMMUNICATION REQUIREMENTS BETWEEN O&M PERSONNEL SPECIFIED?		
	IS THE MAINTENANCE PERFORMED IAW THE PROCEDURES?		
	ARE SYSTEM AND EQUIPMENT LINEUPS IAW WITH PROCEDURES AT ALL TIMES?		

Requirement	Item	Status	Date/Initial
	IS TWO PERSON VERIFICATION PERFORMED AS SPECIFIED?		
	DO SUPERVISORS TAKE PROPER FOLLOW-UP ACTION ON DISCREPANCIES?		
	IF ACCEPTANCE CRITERIA ARE NOT MET, IS THE EQUIPMENT DECLARED OUT OF SERVICE AND APPROPRIATE ACTION TAKEN IN ACCORDANCE WITH WORK CONTROL PROCEDURES?		
	ARE APPROPRIATE MANAGERS INFORMED?		
	ARE LIMITS, PRECAUTIONS, SYSTEM CONDITIONS, DATA REQUIRED, ACCEPTANCE CRITERIA, AND PROCEDURAL STEPS ADEQUATELY ADDRESSED?		