

Procedure Development

Problem Statement

Process safety standards require companies that handle hazardous materials to develop and implement written operating and maintenance procedures. Employees must also be trained on these procedures and demonstrate that they are able to perform their job tasks in accordance with documented procedures. Federal regulations requiring written procedures include the following:

- OSHA 29 CFR 1910.119 (Process Safety Management)
- EPA 40 CFR Part 68 (Risk Management Plan)

Well-written procedures provide a consistent and safe method for performing job tasks or activities, and establish a foundation on which to continuously improve processes and safety. In addition to regulatory requirements, companies are recognizing the importance of maintaining repeatable and consistent processes to provide products that meet customer expectations. Process documentation, especially operating and maintenance procedures, is an important element in quality improvement efforts and change initiatives. In fact, ISO-9000 registration is based largely on well-documented processes and procedures.

The GP Solution

GP can provide the skilled resources needed for timely development of operating procedures, including the normal startup and shutdown, emergency shutdown, and restart after shutdown procedures required by regulations, as well as the required preventive maintenance, inspection and test, equipment repair, and regulatory program procedures needed for compliant, profitable operation. Our full range of procedure development services includes frequent client reviews and close communication with the end users to develop procedures that are clear, effective, and can easily be used to serve as the basis for operations and maintenance training programs.

- ▶ Operating Procedures
- ▶ Process Safety Procedures
- ▶ Maintenance Procedures
- ▶ Supporting Materials



Operating Procedures

- Emergency Procedures
- Abnormal Procedures
- Integrated Operating Procedures

GP offers many services to develop comprehensive operating procedures that apply to every situation. GP can develop operating procedures for existing processes and facilities with limited documentation to procedures for plant launch applications. Procedures can be developed for a wide range of applications including a small batch operation to a full-scale continuous production. GP can also conduct an annual audit to ensure the accuracy of existing procedures and update them accordingly.

GP has a proven approach to developing procedures that meet the requirements of the Process Safety Management regulation and include startup; shutdown; and normal, temporary, and emergency operations. Consequences of deviation as well as safety and health considerations are addressed. Procedures are customized to meet client requirements for document control and include elements to allow them to serve as the basis for operator training and qualification.

Process Safety Procedures

- Mechanical Integrity
- Inspection and Testing
- Quality Assurance
- Risk Ranking

GP develops mechanical integrity program procedures to address program organization, responsibilities, training, covered equipment, quality assurance, data management, preventive maintenance, and corrective actions. GP can also develop inspection and test plans based on a risk-ranking approach, inspection procedures, and non-destructive examination procedures.

Maintenance Procedures

- Routine and Preventive Maintenance Tasks
- Troubleshooting Guides
- Skill Training
- Maintenance Improvement

GP develops maintenance procedures to ensure that tasks are performed safely and efficiently. This includes equipment-specific routine and preventive maintenance tasks, welding programs and procedures, and troubleshooting guides. Maintenance procedures can be incorporated into a maintenance management system and used as the basis for maintenance training programs including cross-skills training and qualification.

GP can develop work plans for maintenance activities that occur during outages and scheduled downtime to assist with planning the activity, minimizing downtime, and ensuring that safety and material compatibility issues have been considered.

Supporting Materials

- System Descriptions
- Alarm Response Guides
- Job Aids
- On-the-Job Training Guides

Additional supporting materials are often developed to be used in conjunction with operating procedures to improve the effectiveness of the procedures. System descriptions provide additional information on the system and include pertinent information such as a process overview, a list of materials, chemistry, safety systems, and safety and health information.

Developing a system description to be used with an operating procedure allows the procedure to be developed as step-by-step instruction on the actions to be completed. Additionally, job aids can be used to reinforce procedures that involve high-risk situations and require precision and accuracy. Finally, on-the-job training guides can be developed to allow operating procedures to be used as the basis for a structured skills training program.

About GP

For over 40 years, GP has been developing operating and maintenance procedures in technically complex and highly regulated industries. Our background includes long-term involvement with regulated facilities in the chemical, refining, pharmaceuticals, food and beverage, nuclear power, metals, and defense industries.

Since the inception of Process Safety Management and Risk Management Plan regulations, GP has provided process safety services at more than 100 client sites. Our proven methodology for developing procedures, as well as our experience, expertise, and resources, can be directed toward achieving the results you need. To learn more, visit www.gpworldwide.com.

For more information,

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