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smart  
procedures 

Using SmartProcedures  
to meet PPA-AP-907-001  
Procedure Process Description  
Guidelines





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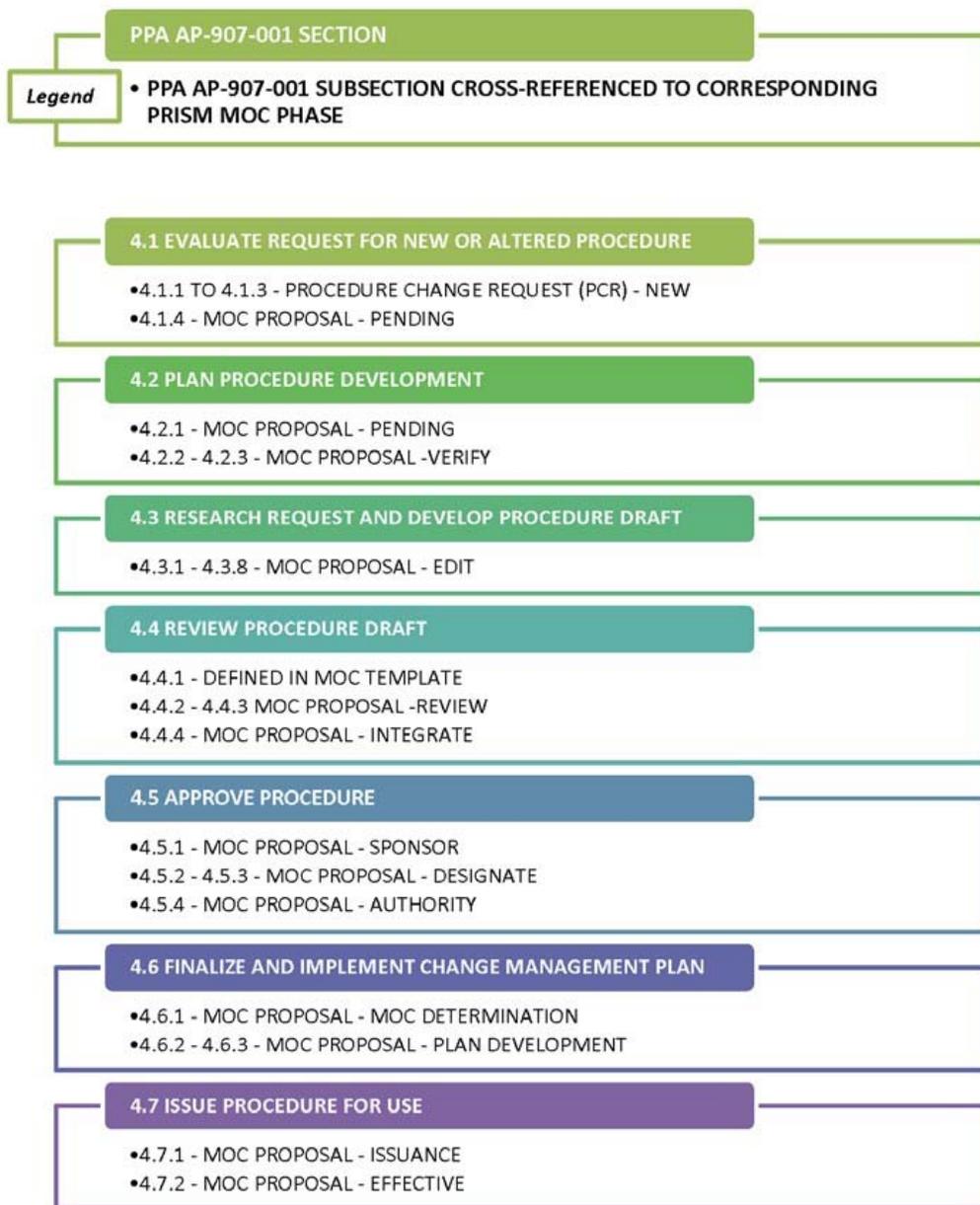
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# Overview

This document provides a brief summary of each requirement in the *PPA AP-907-001, Revision 1, Procedure Process Description*, published in September 2011, and describes the PRiSM Performance Suite features that help nuclear facilities implement this guideline.

The PRiSM Performance Suite is an automated procedure development and tracking system. The SmartProcedures editor component helps procedure writers focus on procedure content by automating procedure formatting and managing review cycle routing.

*Centurion*, the workflow component of the system, automates the review, integration, and approval lifecycle. The following figure shows how a Centurion Management of Change (MOC) workflow *template* corresponds to process requirements in section 4 of the PPA guideline.



# Evaluate Request for New or Altered Procedure

Section 4.1 in the PPA guideline describes initiating a change request. In additional steps, the verifiers screen the request to ensure adequate information, and then approve or deny the change request.

If approved, reviewers determine a priority for this request.

Centurion uses a procedure change request (PCR) to manage the first three steps. If the PCR is approved, Centurion initiates a formal MOC Proposal.

The MOC Proposal manages steps 4.1.4 and later of the change process.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.1.1 Receive Request</b></p> <p>Procedure Change Request Status: New</p>	<p>Enter change request in single tracking system.</p> <p>Supply minimal attributes to identify request including:</p> <ul style="list-style-type: none"> <li>• Procedure number</li> <li>• Description</li> <li>• Date</li> <li>• User or contact</li> </ul>	<p>Centurion provides a central database for tracking MOC Proposals, including procedure change requests (PCR). Anyone can initiate a PCR by providing the following information: (* indicates a required field, ^ indicates an auto-fill field):</p> <ul style="list-style-type: none"> <li>• Affected Procedure(s) (Procedure number(s))</li> <li>• Description of Change* (Description)</li> <li>• Date Requested^ (Date)</li> <li>• Requested by^ (User or contact)</li> </ul> <p>The PCR also captures the following information:</p> <ul style="list-style-type: none"> <li>• Change Request Title*</li> <li>• Reason for Change*</li> <li>• Due Date</li> <li>• Reason for Due Date</li> <li>• Severity Level</li> <li>• Notifier Group</li> <li>• Links to other documents</li> </ul> <p>PCRs can be initiated anonymously or require login credentials.</p>

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.1.2 Perform Initial Screening</b>            Procedure Change Request Status: New</p>	<p>Review technical and administrative aspects of the request to determine:</p> <ul style="list-style-type: none"> <li>• Reasonableness</li> <li>• Appropriateness</li> </ul>	<p>The pre-review process helps filter invalid change requests before they are entered in the MOC database.</p> <p>During initial screening, a reviewer verifies if the request is complete, accurate, and valid for further consideration.</p>
<p><b>4.1.3 Evaluate Request</b>            Procedure Change Request Status: New</p>	<p>Review and then accept or reject procedure change request.</p> <p>Update status of request in tracking system.</p> <p>Provide feedback to requester.</p>	<p>The verifier can approve or reject the PCR.</p> <p>Centurion captures all the information and automatically provides feedback to the requester.</p> <p>If the verifier approves the PCR, Centurion initiates an MOC Proposal for the request and assigns a tracking number.</p>
<p><b>4.1.4 Determine Priority</b>            MOC Proposal Status: Pending</p>	<p>Accepted requests for change are assigned a priority based on a number of factors, including urgency and other factors.</p>	<p>The MOC Proposal lets the verifier specify a priority for the MOC Proposal. (Centurion uses the term severity.) Reviewers can enter the key attributes they considered to determine a priority or add additional user-defined fields for specific information.</p> <p>Reviewers can use other information in the change request, such as Requested Due Date or Reason, to help determine the MOC priority. Reviewers can also attach a checklist to the step to provide more background for choosing a specific priority.</p>

# Plan Procedure Development

Section 4.2 of the PPA guideline describes evaluating and prioritizing the change request, assigning the appropriate workflow, and assigning a writer to draft the procedure update. Centurion provides a flexible way to define how to manage MOC proposals through the change management process.

First, someone in authority defines MOC workflow templates. An MOC workflow template lets you specify a number of aspects of the change request lifecycle, such as:

- Workflow phases (e.g. New, Verify, Review, Integration, Approve)
- Reviewers, approvers, and implementers for each phase
- Who to notify when a proposal moves between phases
- Requirements and action items required at each phase

Centurion lets companies define the MOC template types they need to manage various types of change requests through different lifecycles.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.2.1 Evaluate Backlog and Select Next Priority Tasks</b></p> <p>MOC Proposal Status: Pending</p>	<p>Review backlog of change requests by priority, age, and total number of outstanding requests.</p> <p>Consider outage goals, management expectations, and cultural inputs.</p> <p>Consider total number of requests against a specified procedure.</p> <p>Select appropriate procedure to work on next.</p>	<p>Users can review outstanding work items to check the MOC Proposal and Approval status.</p> <p>For more details, users can open the details for each MOC Proposal to examine reasons for the change, descriptions, and other impact information.</p> <p>If you query by procedure number or title, Centurion returns a list of outstanding change requests for that procedure.</p> <p>You can also define rules in the MOC Template to help select the next most important task.</p> <p>When a reviewer approves an MOC Proposal at this stage, the proposal moves to the stage you specify, which we suggest should be <i>Verify</i>.</p>

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.2.2 Determine Workflow</b></p> <p>MOC Proposal Status: Verify</p>	<p>Designate how much time it will take to update a procedure using identifiers such as:</p> <ul style="list-style-type: none"> <li>• New procedure</li> <li>• Major revision</li> <li>• Minor revision</li> <li>• Editorial corrections</li> </ul> <p>Provide criticality information, such as:</p> <ul style="list-style-type: none"> <li>• Work stopped until corrected</li> <li>• Immediate change</li> <li>• Limited use</li> </ul>	<p>Each MOC template type (new, major, minor, editorial, etc.) manages the change request through a designated lifecycle. You can define specific fields or attach checklists to track specific information types.</p> <p>By customizing the MOC Template, you can define the workflow states, criticality, process, and data capture.</p> <p>You can define any number of templates to help manage various types of workflows, including all review and approval cycles.</p>
<p><b>4.2.3 Assign Work to Procedure Writer</b></p> <p>MOC Proposal Status: Verify</p>	<p>Assign work to procedure writer based on workflow type.</p>	<p>Centurion lets you assign specific writers to any MOC Proposal.</p> <p>At the appropriate phase, a reviewer approves the MOC Proposal, and the writer is notified of the assignment.</p>

# Research Request and Develop Procedure Draft

Section 4.3 of the PPA guideline details the steps procedure writers take to research and draft a new or modified procedure to meet their style guidelines. SmartProcedures can relieve writers from formatting and style issues so they can focus on procedure content. Centurion then automates the review and revision cycle when the writer completes the procedure draft. In addition, the Step Analyzer Module (SAM) incorporates many procedure writer guidelines to maintain and enforce writing standards.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.3.1 Validate Scope</b></p> <p>MOC Proposal Status: Edit</p>	<p>Procedure writer assembles a procedure alteration package after considering all the information, such as:</p> <ul style="list-style-type: none"> <li>• Type of workflow</li> <li>• Level of use</li> <li>• Procedure owner issues</li> <li>• Subject matter expert information</li> <li>• Other affected documents</li> <li>• Impacts to processes</li> <li>• Training impact</li> <li>• Due dates</li> </ul>	<p>Centurion automatically performs the work specified in this step of the guideline. The MOC Proposal template assigns a workflow type and cross-references other documents or subject matter experts before procedure writers are involved.</p> <p>You can specify a workflow based on any of the other factors identified by the PPA guideline.</p> <p>After Centurion notifies writers of a new task, writers use the editor to create or modify the procedures.</p>
<p><b>4.3.2 Identify Applicable Internal and External Operating Experience</b></p> <p>MOC Proposal, Status: Edit</p>	<p>Procedure writer reviews existing operating experience (searches external and internal databases) and identifies any applicable operating experience available to assist in creating or modifying the procedure.</p>	<p>Writers must perform the research identified in the guideline.</p> <p>Using Centurion, writers can then link relevant documents they discover to an MOC Proposal so the proposal always carries relevant information to the next phase.</p> <p>Defining custom fields in an MOC Proposal can also allow writers to add subject matter experts to the MOC Proposal.</p>

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.3.3 Evaluate Outstanding Issues</b></p> <p>MOC Proposal Status: Edit</p>	<p>Procedure writer reviews other open change requests to determine if they should be addressed in this change request.</p> <p>The procedure writer also evaluates other work in progress for this procedure and reviews the procedure for compliance with the writer’s manual guidelines.</p>	<p>Using Centurion, writers can research similar procedure change requests to determine whether this request should be merged into an existing request or stand alone as a new request.</p> <p>If there are outstanding issues, the writer can send the proposal back to the Pending or Verify phases to collect additional information.</p>
<p><b>4.3.4 Verify References</b></p> <p>MOC Proposal Status: Edit</p>	<p>The assigned procedure writer validates the references for the procedure.</p>	<p>Centurion makes it easy for writers to review all the information attached to the MOC Proposal, shortening the research process.</p> <p>Writers do not have to search through myriad documents to find the information they need – the MOC Proposal links to all relevant information.</p>
<p><b>4.3.5 Determine Technical Content</b></p> <p>MOC Proposal Status: Edit</p>	<p>The assigned procedure writer determines the technical content to include in the procedure.</p>	<p>Writers must perform the technical content review identified in the guideline.</p> <p>Using the SmartProcedures editor allows writers to concentrate on content and adhere to element guidelines (safety steps, control steps, equipment status, etc.) while the product enforces and automates formatting guidelines.</p>
<p><b>4.3.6 Evaluate Human Performance Challenges</b></p> <p>MOC Proposal Status: Edit</p>	<p>The assigned procedure writer identifies the human performance challenges and identifies latent weaknesses and error traps.</p>	<p>Writers must perform the human performance challenges research identified in the guideline.</p> <p>Using the SmartProcedures editor can help save time in formatting, allowing writers to focus on human performance factors and other content. A human factors checklist can be added to the MOC Proposal as a review step for electronic review and sign off.</p> <p>The Step Analyzer Module (SAM) analyzes and reports many performance challenges to support the procedure writer’s efforts.</p>

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.3.7 Develop Detailed Draft</b></p> <p>MOC Proposal Status: Edit</p>	<p>The procedure writer develops a draft of the new or modified procedure.</p> <p>Procedure writers select the appropriate template, ensure the content complies with the writer’s manual, updates references, assembles a procedure alteration package, and checks the draft for quality.</p>	<p>Writer develops a draft of the new or modified procedure. SmartProcedures can help writers by providing appropriate formatting templates and automatically managing much of the formatting. For example, SmartProcedures automates many styles, such as highlighting action verbs or using IF-THEN statements, using a comprehensive rules library.</p> <p>Because an MOC Proposal already identifies the appropriate procedure type (administrative, EOP, etc.), SmartProcedures then automatically locks down much of the formatting, such as numbering system, section names, font and font size, and style rules, eliminating the variance typically found in most procedures.</p>
<p><b>4.3.8 Requestor Evaluate Draft</b></p> <p>MOC Proposal Status: Edit</p>	<p>The procedure writer provides a draft of the procedure to the requestor. The requestor has the opportunity to provide feedback on the proposed changes, which is addressed before proceeding.</p>	<p>When the writer submits the draft for review, Centurion takes over to manage the review and revision integration cycle, tracking all comments by all reviewers.</p>

# Determine Appropriate Reviews

Section 4.4 of the PPA guideline discusses how the procedure writer and reviewers interact to ensure the new or modified procedure meets the needs identified in the change request. Many of these steps are automated when you use Centurion and SmartProcedures. For example, when you initiate an MOC Proposal, the template you use for the proposal already identifies the reviewers. Centurion allows you to attach checklists and requirements details, and ensure those checklist requirements are satisfied before moving the MOC proposal to the next approval phase.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.4.1 Determine Appropriate Reviews</b></p> <p>MOC Proposal Status: Review</p>	<p>Procedure writer recommends reviewers and routes the new or modified procedure through the approval cycle.</p>	<p>The procedure writer does not need to determine who should review the update or manage the review routing process.</p> <p>The MOC template designates who must review the update and automatically routes the draft through the review and revision cycles, notifying reviewers that a task has been assigned to them.</p> <p>If a change is required for a specific workflow item, the procedure writer or supervisor can make changes to the approvals or requirements.</p>
<p><b>4.4.2 Perform Reviews</b></p> <p>MOC Proposal Status: Review</p>	<p>Reviewers review the procedure draft and provide comments in such a manner that they can be tracked for resolution and verification.</p>	<p>Centurion tracks all review comments and writer's edits so there is always an audit trail of the reviews and corresponding changes.</p>
<p><b>4.4.3 Resolve Review Comments</b></p> <p>MOC Proposal Status: Integrate</p>	<p>Procedure writer addresses comments.</p> <p>If writers make significant changes, they can perform additional review and revision cycles.</p> <p>If a comment cannot be resolved, the writer escalates the issue to higher management.</p>	<p>Centurion manages the review cycle. All reviewers can make comments during each review phase in Centurion. When comments are complete, the procedure writers are notified of updates.</p> <p>Writers continue to submit updated procedures until all reviewers accept the changes.</p> <p>If necessary, Centurion can notify management that a resolution review is required.</p> <p>Centurion tracks all review comments and updates to provide a complete audit trail of the revision process.</p>

# Approve Procedure

Section 4.5 of the PPA guideline describes details of the review process. Centurion MOC workflow templates let you define this entire process in advance so when a procedure is ready for review, it is automatically routed to the appropriate subject matter experts for approval. You can define the entire review process, including any safety committee reviews.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS REQUIREMENT
<p><b>4.5.1 Ensure Procedure is Ready for Approval</b></p> <p>MOC Proposal Status: Sponsor and Designate</p>	<p>Procedure writer ensures the updated procedure is approved and all reviewers concur on the revisions.</p> <p>Procedure writer also ensures the format is correct, the procedure owner is identified, the verification and validation are satisfactory, the alteration package is complete, and the computer files are the latest version.</p>	<p>Centurion manages the review routing process. A procedure cannot be routed for further review (Sponsor) until all the requirements and requirement checklists are approved. You can define the checklists to ensure the alteration package meets your guidelines.</p> <p>When all the requirements are approved, the MOC Proposal can be approved for the Designate phase. In this phase, the MOC Proposal owner designates who must approve the changes before moving the proposal to Authority approval.</p>
<p><b>4.5.2 Determine if Onsite Safety Review is Required</b></p> <p>MOC Proposal Status: Designate</p>	<p>Determine if a safety review is required for this procedure type.</p>	<p>Centurion allows you to designate any additional review panels as required to meet your industry guidelines.</p> <p>Checklists can be attached to the proposal to determine if a safety or any other specialized review panel is required for this procedure.</p>
<p><b>4.5.3 Obtain Onsite Safety Review</b></p> <p>MOC Proposal Status: Designate</p>	<p>Route the new or modified procedure through the station onsite review process, if required.</p>	<p>Centurion provides the same flexibility for this review as for any other phase. Reviewer comments are captured and a complete audit trail of the review is available.</p>
<p><b>4.5.4 Obtain Final Approval</b></p> <p>MOC Proposal Status: Authority</p>	<p>When the safety review panel approves the procedure, the approval authority with responsibility to enforce and implement procedure reviews and approves the new or modified procedure.</p>	<p>Centurion allows you to specify any number of review phases, each with a definition of the next step in the process. Each review phase can also include requirements or checklists.</p>

# Implement Change Management

Section 4.6 of the PPA guideline addresses all the necessary activities to put a new or modified procedure into effect. Implementing changes requires addressing how you will communicate the change, train affected personnel, transition from the former procedure to the new procedure, and gain acceptance from all stakeholders regarding the change.

Centurion can manage the review and approval cycles, allowing you to attach documents and other requirements for approvals.

Centurion can also interact with PRISM’s Equipment and Chemical management systems to ensure all the impacts from a changed procedure are available for review. Using TRAQS, the system’s training and tracking component, can help address many of the training issues necessitated when procedures change.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.6.1 Determine if a Change Management Plan is Required</b></p> <p>MOC Proposal Status: MOC Determination</p>	<p>Evaluate the procedure alteration package to determine if a change management plan is required.</p>	<p>The MOC template can specify an MOC Determination phase. Use Centurion to ensure the package is reviewed for the appropriate impacts.</p> <p>If a change management plan is required, the MOC Proposal moves to the next phase. If a change management plan is not required, the MOC Proposal can bypass this phase and move to phase 7.</p>
<p><b>4.6.2 Develop Change Management Plan</b></p> <p>MOC Proposal Status: MOC Plan Development</p>	<p>If the alteration affects training, other departments, impacts scheduled or routine work, involves a new or limited use procedure, or has safety or risk implications, develop a change management plan to address these needs.</p> <p>Change management plans can include description of the change and stakeholder impacts, schedule, training requirements, effective date, verifying updates to base documents, identifying changes to related procedures, developing transition plans from old to new procedures, verifying equipment modifications, developing communication plan, obtaining special tools or permits, or other impacts.</p>	<p>Use Centurion to attach supporting documents, provide change management plan checklists and requirements. Centurion allows you to develop the process you need to match your business processes.</p> <p>You can use the system to manage all the affected documents associated with a changed procedure. If you use TRAQS, you can also develop training materials and ensure affected stakeholders receive training on the new procedure. Use the integrated Document Management system to verify base document changes or the Equipment and Chemicals management systems to identify and track materials impact.</p>

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.6.3 Implement Change Management</b></p> <p>MOC Proposal Status: MOC Plan Development</p>	<p>Obtain stakeholder concurrence for the change management plan and assign work tasks to implement the plan.</p>	<p>Centurion can route the MOC Proposal through any specified approval cycle, notify all critical people, and capture and track all comments.</p> <p>By attaching the change management requirements as checklists, Centurion can enforce that all necessary tasks are complete before the MOC Proposal moves to the next phase.</p>

# Issue Procedure for Use

Section 4.7 of the PPA guideline addresses final authorization of the changed procedure, adherence to the necessary requirements, defining an effective date, and making the new procedure effective.

The PRiSM Performance Suite can help you manage any change management process you need to meet regulatory or best-practices requirements.

PROCEDURE PROCESS DESCRIPTION ITEM	SUMMARY OF GUIDELINE	HOW CENTURION MEETS THE REQUIREMENT
<p><b>4.7.1</b>  <b>Authorize Issuance</b>  MOC Proposal Status:  Issuance</p>	<p>Prepare procedure alteration package for issuance, including determining the effective date and releasing the procedure.</p>	<p>Your customized MOC template can include any approvals and scheduling requirements you determine.</p> <p>When the procedure alteration package is approved for release, it moves to the Effective status.</p>
<p><b>4.7.2</b>  <b>Submit for Issuance</b>  (MOC Proposal, Status: Effective)</p>	<p>Submit approved <i>procedure alteration package</i> for issuance, transfer procedure to record retention process, move change request out of queue, and send feedback to original requester.</p>	<p>Because the Centurion MOC Proposal already includes all the documents, comments, reviews, and approvals the procedure has passed through in reaching this phase, very little effort is required to create the procedure change alteration package.</p> <p>Later audit of the change process is easily recreated by reviewing the MOC Proposal through every phase.</p> <p>Centurion helps you quickly close the MOC proposal and place the procedure into effective service.</p>

# Example Workflow Using Centurion

The following section shows screen captures indicative of the Centurion pre-verification phase (Procedure Change Request) and the MOC Proposal workflow. The section also includes some sample Centurion reports.

ATR can help you plan and define customized MOC templates that capture your specific MOC process, requirements, checklists, approvals, and phases. Performing these customizations does not require additional programming – the product has this functionality already built into the template definition process.

The following sections provide examples of how Centurion manages a change request from start to finish.

COMMENTARY	SCREEN SHOT
<p>Any user can enter a change request. Only a few fields are required at this phase, since the request goes through a validation process before it becomes a formal MOC Proposal.</p>	

**COMMENTARY**

**SCREEN SHOT**

The Procedure Change Request (PCR) form requires only minimal information in this phase: title, description, and reason. The form automatically supplies the requestor name and date. The requester can enter a due date to indicate priority.

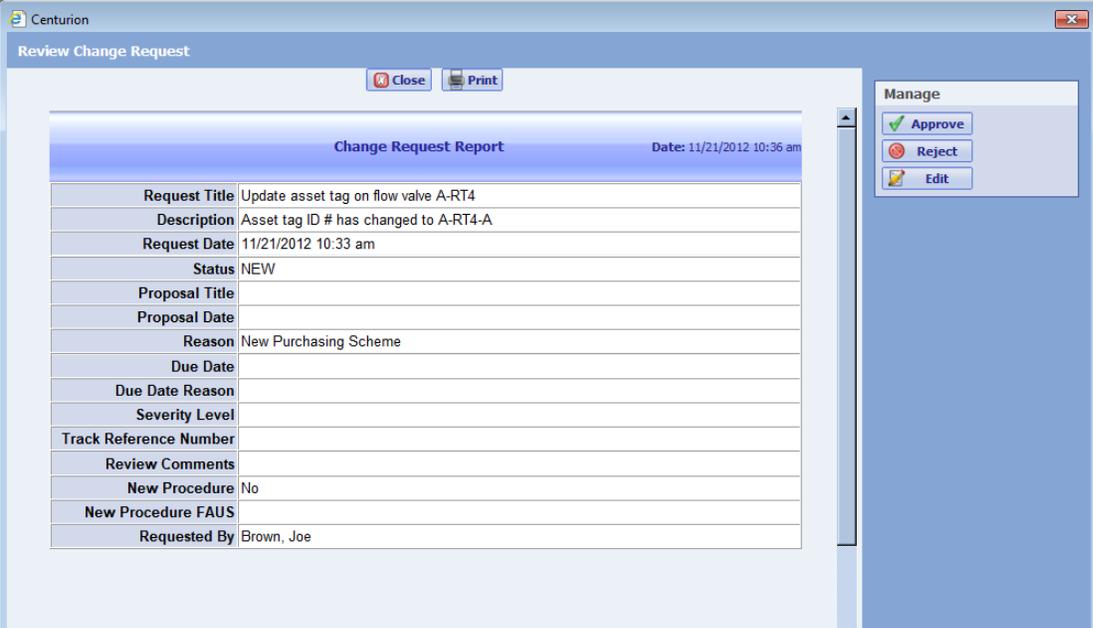
If requestors have additional information, the PCR form allows them to identify the affected procedure and add links to supporting documents.

Centurion routes PCRs through a validation step to ensure the request contains enough information to consider valid.

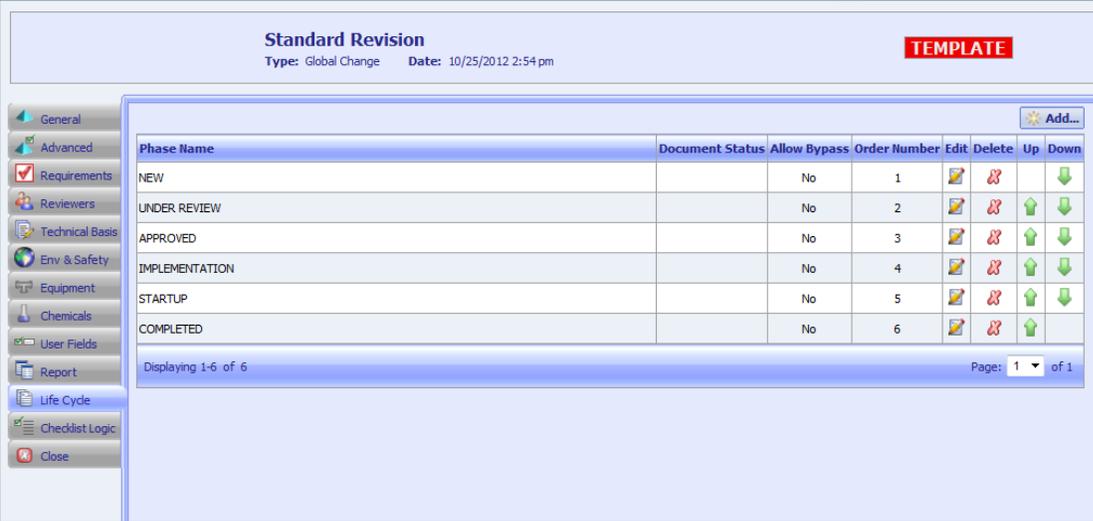
**COMMENTARY**

**SCREEN SHOT**

Centurion notifies reviewers of the new request. Reviewers can then request additional information from the requestor, and then edit, approve, or reject the PCR. If reviewers approve the PCR, Centurion creates a formal MOC Proposal.



ATR can help you define an MOC template to match your preferred processes, which may contain the phases shown here. The MOC phases you specify can match any workflow you want Centurion to enforce.



**COMMENTARY**

When an approved PCR becomes an MOC Proposal, Centurion notifies the reviewers of the new request.

The current state and comments are available for review.

**SCREEN SHOT**

Work Items

Dashboard Procedures P-MOC MSDS Site Admin Help Log Off

New Change Request Review Change Requests Work Items Pending Work Reports Administration

Search

Title, ID or Tracking:  Type: MOC Temporary:  Status: ACTIVE ONLY Search

FAUS / Location:  Originator:  Implementation Manager:

MOC Proposals Found

Title	ID	Type	Date	Status	Edit	Details	Promote	Demote	Rename	Resubmit	Delete
A-1-12345		MOC	5/16/2013 1:41 pm	NEW							
A-2-23456		MOC	6/4/2013 4:40 pm	NEW							
A-3-23486		MOC	5/30/2013 4:37 pm	NEW							
A-4-43252		MOC	4/25/2013 6:51 pm	NEW							
A-5-99285		MOC	5/30/2013 8:38 am	NEW							
A-6-57395		MOC	4/22/2013 4:09 pm	NEW							
A-7-48295		MOC	4/17/2013 5:26 pm	NEW							

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PROPOSAL REVIEWER

When approved, Centurion notifies the procedure writer of a new task.

Work Items

Dashboard Procedures P-MOC MSDS Site Admin Help Log Off

New Change Request Review Change Requests Work Items Pending Work Reports Administration

Search

Title, ID or Tracking:  Type: PROCEDURE Temporary:  Status: 1. Initiate Search

FAUS / Location:  Originator:  Implementation Manager:

MOC Proposals Found

Title	ID	Type	Date	Status	Edit	Details	Promote	Demote	Rename	Resubmit	Delete
603 Test2	BPCC-13-2	PROCEDURE	6/3/2013 10:08 am	1. Initiate							
AM-1	ALKY-13-52	PROCEDURE	5/16/2013 12:22 pm	1. Initiate							
D-245	ALKY-13-48	PROCEDURE	4/12/2013 6:52 pm	1. Initiate							
E-2	ALKY-13-49	PROCEDURE	4/18/2013 11:47 am	1. Initiate							
PHR-CCTEST 1	PCCR-13-46	PROCEDURE	5/28/2013 11:08 am	1. Initiate							
PCR-13-2 - W-28-6OP-0003	ALKY-13-47	PROCEDURE	4/4/2013 3:00 pm	1. Initiate							
Replace ARU Cartridge Filter	WSRU-13-2	PROCEDURE	1/22/2013 9:54 am	1. Initiate							
W-37-NOP-1058	COKR-13-7	PROCEDURE	2/26/2013 8:49 am	1. Initiate							
W-39-80-0048	PCCR-13-26	PROCEDURE	1/30/2013 9:08 am	1. Initiate							

Displaying 1-9 of 9 Per Page. Page: 1 of 1

PROCEDURE WRITER

Procedure writers use the SmartProcedures editor to develop or modify the procedure.

Procedure Edit Format Insert Section Step Tools Table Help

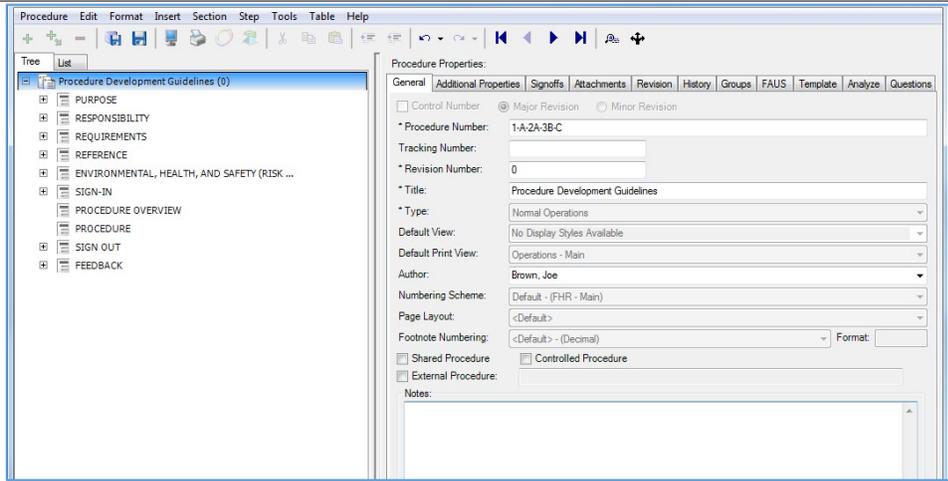
New Procedure From Server... Import

Assigned Procedures Recent Local Procedures Recent Server Procedures

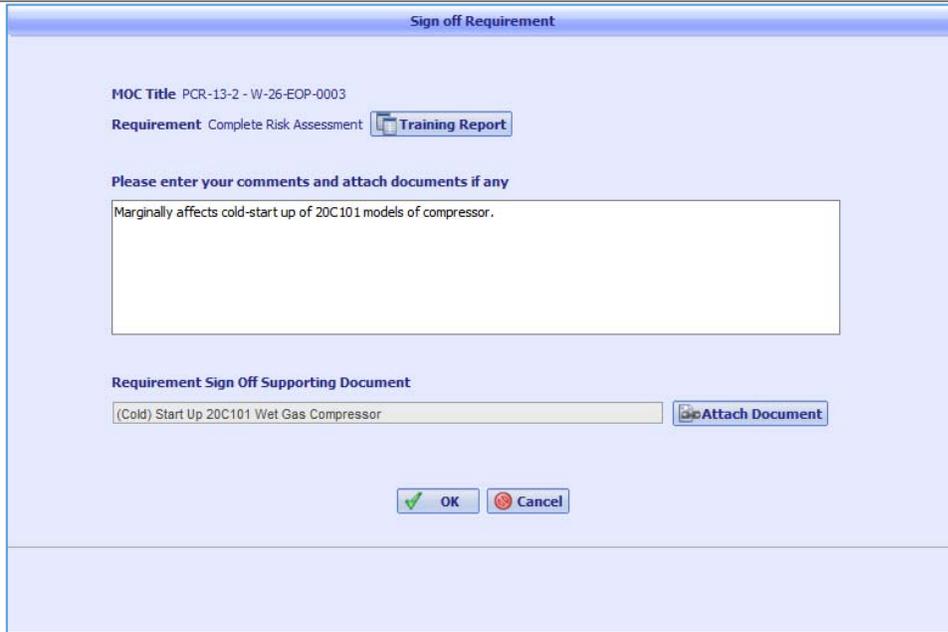
Number	Procedure Name
PB-16-1(4.3)08	16E-3A/B Off Line / Return to Service

COMMENTARY	SCREEN SHOT
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SmartProcedures interacts with Centurion by automatically routing the drafted procedure for review. All the attached information is available to the writer in the SmartProcedures editor.



Reviewers, already designated in the MOC template, review the procedure draft, and add comments, approve the draft, or reroute back to the writer for additional changes. Requirements such as checklists can be configured for use during the review stage.



**COMMENTARY**

Centurion manages the routing details and notifications. Again, the MOC template pre-defines the type of routing (individual, group, sequential, or parallel) and tracks all the comments throughout the lifecycle.

**SCREEN SHOT**

**W-03-SU-0034 Work Item Details** Date: 7/9/2013 10:09 am

Review Complete Table Demote Close

Facility	Area	Unit	Section
West	West	Alky/Cumene	<All>

Procedure Number	Procedure Title	Version	View	Markup
W-03-SU-0034	Alky Startup - Restart - Hydrocarbon and Acid Still in Unit	2		

Writer Name	Writer Status	Doc Status	Supervisor Comments
Scott, Ron	Completed	Under Review	

Writer Assignment Notes				
Name	Writer Notes	Status	Date Assigned	Date Finished
Scott, Ron	tw review complete	Complete	3/13/2013 1:55 pm	3/21/2013 8:04 am

<b>Work Item Date</b>	3/13/2013 1:34 pm			
<b>Routing</b>	Parallel Routing		<b>Revision Number</b>	
<b>ID Reference Number</b>	ALKY-13-43	<b>Tracking Number</b>		
<b>Priority</b>	NORMAL			
<b>Department Origin</b>		<b>Work Item Class</b>	PROCEDURE	
<b>Effective Date</b>		<b>Cost</b>	\$0	
<b>Parent Work Item Title</b>				

When the writer has integrated all the review comments and receives approval, the MOC Proposal can be routed to the Sponsor for approval.

Work Items Dashboard: Dashboard, Procedures, P-MOC, MSDS, Site Admin, Help, Log Off

Navigation: New Change Request, Review Change Requests, Work Items, Pending Work, Reports, Administration

Search: Title, ID or Tracking; Type: All; Temporary Status: 5. Deploy; Search

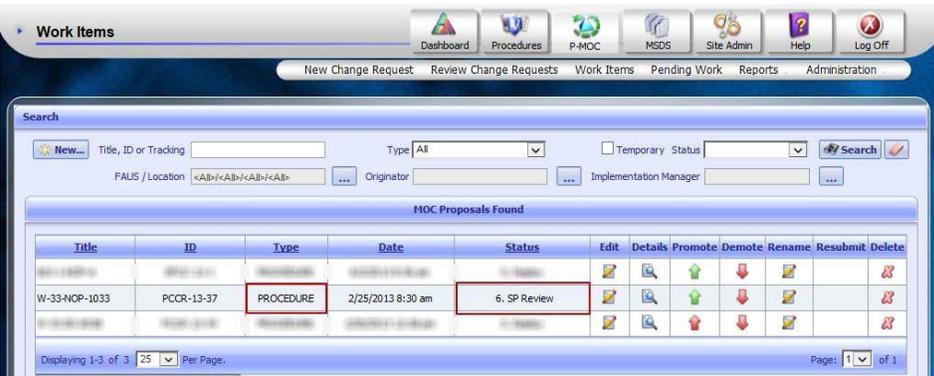
FAUS / Location: <AB> / Originator: / Implementation Manager: /

Title	ID	Type	Date	Status	Edit	Details	Promote	Demote	Rename	Resubmit	Delete
603-1-NOP-A	EFCC-13-1	PROCEDURE	6/3/2013 9:36 am	5. Deploy							
W-33-NOP-1033	PCCR-13-37	PROCEDURE	2/25/2013 8:30 am	5. Deploy							
W-33-SD-0038	PCCR-13-34	PROCEDURE	2/20/2013 12:38 pm	5. Deploy							

Displaying 1-3 of 3 Per Page. Page: 1 of 1

MOC SPONSOR

COMMENTARY	SCREEN SHOT																														
<p>Centurion lets you interact with the PRiSM Equipment and Chemical management systems to link any items the procedure may affect.</p> <p>With Centurion, you can also attach requirements or checklists to an MOC to manage specific changes to affected items.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Chemicals</b></p> <p style="text-align: center;"><b>Name</b></p> <p><b>Butane</b></p> <hr/> <p style="text-align: center;"><b>Requirements for 1. Initiate</b></p> <p style="text-align: center;"><b>Requirement</b></p> <p>Technical Basis for Change</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Implementer</th> <th style="width: 33%;">Due Date</th> <th style="width: 33%;">Critical</th> </tr> </thead> <tbody> <tr> <td>OMS-EIW-PMA-PM</td> <td>3/28/2013</td> <td>Yes</td> </tr> <tr> <th>Signed off By</th> <th>Signoff Date</th> <th>Comments</th> </tr> <tr> <td>Fuentes Jr, Steve</td> <td>3/21/2013</td> <td>Technical Basis completed.</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;"><b>Assigned Checklist(s)</b></p> <p style="text-align: center;"><b>Technical Basis for Change</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Checklist Item</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Essential to Operations</td> <td>Yes</td> <td></td> </tr> <tr> <td>Environmental Control</td> <td>Yes</td> <td></td> </tr> <tr> <td>Improved Safety/Reduced Risk</td> <td>Yes</td> <td></td> </tr> <tr> <td>Profitability</td> <td>NA</td> <td></td> </tr> <tr> <td>Other</td> <td>NA</td> <td></td> </tr> </tbody> </table> </div>	Implementer	Due Date	Critical	OMS-EIW-PMA-PM	3/28/2013	Yes	Signed off By	Signoff Date	Comments	Fuentes Jr, Steve	3/21/2013	Technical Basis completed.	Checklist Item	Status	Comments	Essential to Operations	Yes		Environmental Control	Yes		Improved Safety/Reduced Risk	Yes		Profitability	NA		Other	NA	
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Environmental Control	Yes																														
Improved Safety/Reduced Risk	Yes																														
Profitability	NA																														
Other	NA																														

<p>When the Sponsor approves the changes, Centurion lets you route the change package through any other designated reviews, such as a safety panel review.</p>	 <p>The screenshot shows the 'Work Items' section of the Centurion software. At the top, there are navigation icons for Dashboard, Procedures, P-MOC, MSDS, Site Admin, Help, and Log Off. Below these are tabs for 'New Change Request', 'Review Change Requests', 'Work Items', 'Pending Work', 'Reports', and 'Administration'. The 'Work Items' tab is active, displaying a search interface with fields for 'Title, ID or Tracking', 'Type', 'Temporary Status', 'FAUS / Location', 'Originator', and 'Implementation Manager'. Below the search fields is a table titled 'MOC Proposals Found' with columns: Title, ID, Type, Date, Status, Edit, Details, Promote, Demote, Rename, Resubmit, and Delete. The second row of the table is highlighted with a red box, showing the following data: Title: W-33-NOP-1033, ID: PCR-13-37, Type: PROCEDURE, Date: 2/25/2013 8:30 am, Status: 6, SP Review.</p>
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**COMMENTARY**

At any phase of the approval process, the procedure can be returned to the procedure writer for additions or changes with specific comments attached. The MOC Proposal must then route through the specified approval cycles again.

You can define any feedback loops you want in the MOC Template, and then Centurion manages the cycles automatically, including notifications and schedules.

**SCREEN SHOT**

The screenshots illustrate the MOC process in Centurion:

- 1:** A 'Review Procedure' dialog box for 'Tube Rupture, ESD of 31H-8' (PB-31-114-905) with 'Review' and 'View' buttons.
- 2:** A 'Step Text' and 'Note' editor window for adding comments to a procedure step.
- 3:** A 'PROCEDURE MARKUP AND REVIEW' box, likely representing the review phase.
- 4:** A 'Submit Completed Markup' dialog box with a 'Submit Completed Markup' button.

Centurion manages the MOC proposal through all phases you need to meet your industry guidelines. When the approval cycles are complete, the proposal is made effective and managed as an active procedure.

The screenshots show the active MOC process in Centurion:

- Work Items:** A table listing MOC proposals with columns for Title, ID, Type, Date, Status, and Edit. The table shows various procedures like 'W-36-NOP-1060 Switch OTC Ethna pumps' and 'W-36-NOP-1062 Swap Purchased Gas into Ref...'. The 'Status' column shows 'COMPLETED' and 'Completed'.
- Select Procedure:** A screen for selecting a procedure, showing a search bar and a table of active procedures. The table has columns for Number, Title, Status, Date, Rev., Print, CRT, SAH, URL, In/Out, PR, and MOC. The 'Status' column shows 'Effective' for all listed procedures.

# Glossary of Terms

The following definitions explain how ATR uses the following terms in this document:

**PRiSM Performance Suite** – A software suite provided by ATR that lets you manage the lifecycle of a request for change to a procedure, inclusive of Centurion, the workflow management component, and the SmartProcedures editor, the procedure development and management component.

**Centurion workflow management** – Component of the PRiSM Performance Suite that manages workflow routing, handles review and approval cycles, and archives a history of completed change requests.

**Procedure Change Request (PCR)** – A form provided by the PRiSM Performance Suite that lets anyone authorized to use the system request a change to a procedure. The form requires only minimal information and is routed through a review and approval phase before initiating a formal request, or *MOC Proposal*.

**Management of Change (MOC)** – A formal method for initiating, developing, and issuing changes to any process that ensures companies are addressing all the impacts of a change in their procedures.

**MOC Proposal** – A form provided by the PRiSM Performance Suite based on an MOC template that defines:

- Workflow phases, review and approval cycles
- Links to affected supporting documents, drawings, equipment, or chemicals
- Stakeholders and their roles in the change request lifecycle

An MOC Proposal automatically routes the request and notifies affected people of their involvement to move a change request through all phases of completion. When an MOC Proposal is complete, the updated procedure becomes effective and the MOC Proposal contents are archived as a complete history of the change request.

**MOC Template** – A set of definitions in Centurion that you can easily customize to manage change requests through a defined workflow lifecycle. You can define any number of templates to tailor them to match industry or regulatory best practices.