

OUTSOUCED PROCESS CONTROL DOCUMENT

Activity	Sub-Activity	Responsibility	Control Measures	Review By
Master Instrument calibration by external vendor	Sending the instrument and getting back the calibrated instrument	Work shop Engineer	Annual MMTE calibration planner	HOD-instrumentation
Cable laying and tray work	Fabrication, installation of tray and laying the cable with ties and clamp	Area engineer	Electrical work instruction no 22	HOD-E&I
OFC cable joint	Clamping and splicing of ofc cable core	Area Engineer	Confirming the work by establishing the fibre connectivity at both the ends	HOD-instrumentation
UPS servicing	UPS maintenance during shutdown	Area engineer	Ensure proper connection, Supervise the work and take redundancy trails with service engineer,	HOD-instrumentation
AC service	Monthly maintenance of AC	Area engineer	AC checklist	HOD-instrumentation
Walky Talky	Walky Talky Quaterly maintenance	Area engineer	Walky Talky checklist	HOD-instrumentation

		25/05/2018
REVIEW & APPROVED BY HEAD E&I	ISSUED BY HEAD-INST	DATE