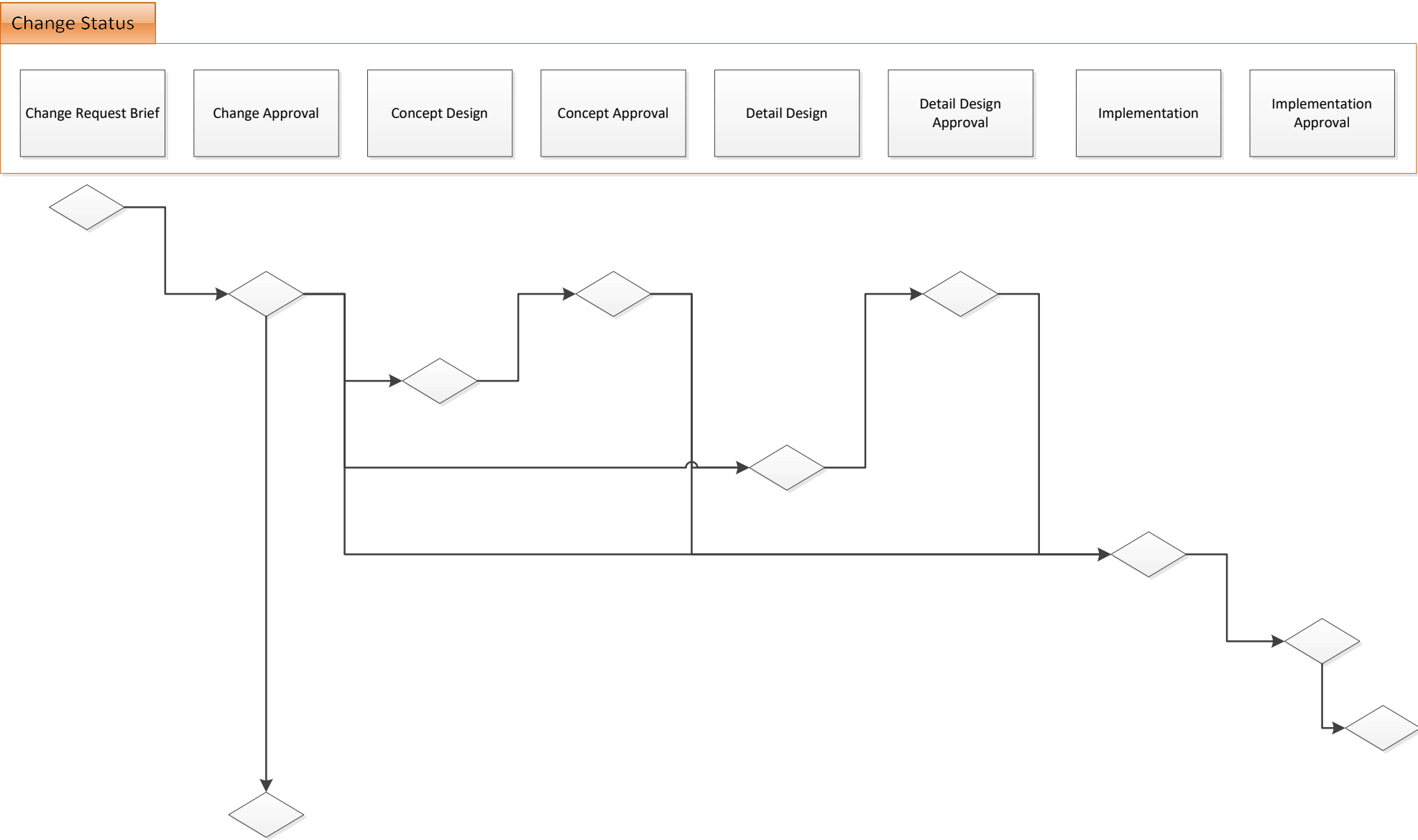


Work Order Type
Work Order Status

- Change Request
Request
- Change Request
Change Approval
- Change Request
Concept Design
- Change Request
Detail Design
- Perm./Temp. Eng.
Mod
In Progress
- Perm./Temp. Eng.
Mod
Closed
- Perm./Temp. Eng.
Mod
Completed
- Change Request
Cancelled



All approval steps are two tiered. Firstly 4 pillars and then by the Asset Manager. After that it is 3 Pillars and then Asset Manager. Safety should be integrated within everything we do, and consulted as a stakeholder where appropriate.

When Operations Manager is needed for commenting (as it is Optional) it is the work order owners responsibility to ensure they are notified.

Implementation Requires Approval by the Plant Director and Doc Control on top of the above.

Additional Permanent Engineering Modifications or Temporary Engineering Modifications:
If needed to plan/track a job more appropriately you will need to get a Project reference number (not a CH number which are still reserved for Defects etc) ensure the Project number is referenced on all work orders in the project number field, and then you can track costs/labor through the Projects Screen in EAM.
The system admin will need to generate them for now, the plan will be able to generate both project and further work orders through the change request screen.

Change Management “Project Manager”

- “Project Manager” responsibility definition, this is for someone named the “Project Manager” on the change management form screen of a change in EAM. Excluding everything else.
- It is the project managers responsibility to
- Update the change request form with any and all relevant data.
 - Communicate with all stakeholders based on the stakeholders needs.
 - Update stakeholder comments and attach their responses where they do not have access to the system, (i.e. 3rd party engineering reviews)
 - Ensure the correctness of all equipment and costs/labour attributed to the work orders attached to the change, including the cost code.
 - Ensure the approved budget is not exceeded.
 - Ensure the Owner Comments and Due date are kept current on the work order for the status of the project.
 - Know the current status and scope of changes they are responsible for in the engineering group meeting.
 - Ensure all relevant documentation is updated