Work Order Flow Chart

Work Identified

Preventative & Routine Maintenance

- Ops Manuals
- Asset Mgmt Strategies
- CMMS PM Work Orders

Corrective Work

Work Request ← Reject w/ comments

Change

Corrective

Reject w/ comments

Coordinator

Review Request:
Set Priority
Update Department

Validate before proceeding:
Trade
Equipment
Est. Hrs

Plant Ops | Site Ops | E&I | Mech

Operations | **Asset Mgmt**

Change Work

Change Request → Engineering Investigation

Review and Approval
- 4 Pillar Review
- Project manager Assigned
- External Eng. Authority and/or Customer Assigned (if req'd)
- Asset Manager Approval
- Financial Approval for next step

Concept Design | Detail Design

Review and Approval
- 3 Pillar Review
- Eng. Auth. Approval
- External Eng. Authority and/or Customer Approval (if req'd)
- Asset Manager Approval
- Ops. Manager Approval (if req'd)
- Financial Approval for next step

Review and Approval
- 3 Pillar Review
- Eng. Auth. Approval
- External Eng. Authority and/or Customer Approval (if req'd)
- Asset Manager Approval
- Ops. Manager Approval (if req'd)
- Financial Approval for next step

Minor Change
Temporary or Permanent Engineering Modification <=$100k

Major Change
Permanent Engineering Modification >=$100k and TDJV Defects

Procurement

- Procurement Resourcing Support
- Technical Procurement

Waiting Resource
Update **Owner** Comments

Waiting Access
Update **Owner** Comments

| Plant Ops WO Owner | Site Ops WO Owner | E&I WO Owner | Mech WO Owner | Projects WO Owner |

Develop Job Scope:
Verify WO Equipment
Determine Job Steps (**Activities**)
    Trades
    Estimated Hrs
    People Required
    Procure Non Stocked Parts

| Plant Ops Co-ordinator | Site Ops Co-ordinator | E&I Co-ordinator | Mech Co-ordinator | Projects Coordinator(s) *As Required |

- Isolation Development
- Endorsement Allocation
- Resourcing
- Work Pack Development
- Procurement
- Permit To Work Application

Work Order Ready to Schedule → **Schedule Work Order**

Isolate Plant / Issue Permit
Assign Watersure Rep.

Work Order Progress
Update closing comments, Book Hours

Work Complete / Close Out Permits

De-isolate Plant

Close Work Order
Complete Comments and Book Vendor Hours, Record Costs and History

Work Order Complete

Identify and Implement Improvements

WO Status
- Unifinished Request
- Change Approval
- Planning
- Scheduling
- In Progress
- Closed
- Completed

Analyse Performance