	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Rebooting the Monitoring System Server	Page : 1 of 3	Revision : 01 Date : 6/5/2009
	Author: Patrick Owen	Job Specific Instruction	

Personnel responsible:

1. Process Personnel

Safety:


No extra precautions are necessary. Do not drink or eat around electrical equipment.

Summary:

The Foxboro A2 DCS monitoring system controls each of the 18 major control loops in the plant. In case the system locks down, the system may need to be rebooted. Some knowledge of the system is needed, but it is not a hard task.

Procedure:

1. From Patrick's office, press 3 on the KVM switch.
2. Click on the "Start" button.
3. Click on the "Shut Down" button in the lower right hand corner of the window.
4. A small window will appear. Ensure the top drop-box has "Restart" in it.
5. Uncheck the "Planned" checkbox.
6. Type in a comment as to why you are booting the server in the comment block.
7. Click "OK"
8. The system will kick you out to the Neoware page.
9. After about 10-15 minutes, the Monitoring System screen should appear and all will be normal on this station.
10. Go to the plant floor and cut off the Monitoring System station there by pressing the power button under the bottom right of the screen.
11. Press the same button again to restart the system.
12. The first login will ask for the administrator's password. Erase "administrator" and type in "mon1" as the user and "mon1" as the password.
13. After a few minutes another login will appear.
14. Again, the user and password are "mon1" and "mon1".
15. After logging in the second time, the Monitoring System screen will appear after a few minutes.
16. Your pulse and blood pressure should return to normal.
17. Document the reboot on the shift log so others will know.

	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
	Rebooting the Monitoring System Server	Page : 2 of 3	Revision : 01 Date : 6/5/2009
	Author: Patrick Owen	Job Specific Instruction	

TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
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11				
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GILES CHEMICAL
COMPANY POLICY / PROCEDURE

Rebooting the Monitoring System Server

Page : 3 of 3

Revision	:	01
Date	:	6/5/2009

Author:	Patrick Owen
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Job Specific Instruction
<p>1. Review the project schedule and identify the critical path.</p> <p>2. Assign resources to each task on the critical path.</p> <p>3. Monitor the progress of the critical path tasks.</p> <p>4. Identify any potential risks or delays.</p> <p>5. Communicate with the project team and stakeholders.</p> <p>6. Update the project schedule as needed.</p> <p>7. Report the project status to the project manager.</p>

[illegible]