

## 1. Procedure summary

This procedure explains how to safely operate well 4747.

### 1.1. Related Procedures

Lock Out Tag Out Procedure  
Valve Checklists

<Related procedure number>

<Related procedure number>

### 1.2. Procedure impacts and concerns

Safety Dangerous voltages present, as well as fast moving parts.  
Use proper Lock Out Tag Out Procedures and safe  
work practices to maintain personal/equipment safety.

<Additional notes>

Quality <Quality impacts>  
Delivery <Delivery impacts>  
Environmental <Environmental impacts>

<Additional notes>

<Additional notes>

<Additional notes>

Cost Failure to operate the well correctly may result in  
equipment damage and or down time.

<Additional notes>

Compliance <Compliance impacts>

<Additional notes>

### 1.3. Responsibilities and owners

Document Owner Manage content and distribution  
Process Owner Responsible for content and process validation  
Site Manager Responsible for implementation and conformance

Herman Gentry

Martin Pacheco

Rebecca White

## 2. Process

### 2.1. Process description

<One paragraph description of the process>

<Additional notes>

### 2.2. Process diagram: Work Instruction

<Process flow diagram>  
<Additional diagrams, figures, and pictures to explain this procedure>

<Additional notes>

### 2.3. Process steps

<Detailed explanation of the steps required to complete this procedure>

<Additional notes>

## 3. Required documents

### 3.1. Input documents

<Input document and storage instructions>

<Input document number>

### 3.2. Output documents

<Output document and storage instructions>

<Output document number>

## 4. Document control

### 4.1. Revision history

R0 – Initial Release – <Editor name>	<Date>
--------------------------------------	--------

R1 – &lt;Editor name&gt;

&lt;Date&gt;

**4.2. Document approval**

&lt;Name&gt;

&lt;Approval date&gt;

**4.3. Document reviewers**

&lt;Name&gt;

&lt;Last reviewed date&gt;

&lt;Name&gt;

&lt;Last reviewed date&gt;

**5. Risk analysis**

&lt;Risk name&gt;

&lt;Mitigation plan&gt;

&lt;Owner&gt;

&lt;RPN&gt;