**Approved By:**

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|  |  |  |  |  |
| **Tom Stacey**  Quality Leader Montrose COE |  |  |  |  |

For any feedback to the process, or the document, please contact the process owner – Cell 1 Machining & Cladding Leader.

|  |  |  |
| --- | --- | --- |
| APPLICABLE PRODUCT LINES | | |
| Subsea Drilling Systems | Subsea Production Systems (SPS) & Subsea Services (SRV) | |
| Surface Pressure Control & Offshore | Well Systems | Controls |
| Flexible Pipe Systems (FPS) & Wellstream Construction Services (WCS) | Subsea Services | Projects |
| Subsea Production Systems (SPS) & Subsea Services (SRV) | Global Fabrication Distribution Systems | |

**Document Revision Chart:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rev | Section modified and revision description | Issue date | Expiry date | Author(s)/ Peer reviewers |
| 1.0 | New Work Instruction | 12-06-2017 | 12-06-2020 | K. Whittington |
| 2.0 | Revised work instruction for the Montrose COE, replaces QW-XT-BRE-QUA-030; QW-XT-BRE-QUA-087 renumbered to QW-WS-COE-QUA-033. New BHGE template. | 28-08-2018 | 28-08-2021 | A. Watson |

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# Purpose / outcome

Details the controls in place for the preparation of W/O Packets at Montrose COE for inclusion within Material Record Books, and to meet the requirements of [BHGE-QUA-013 Control of Records](http://ogssloukdap04.logon.ds.ge.com/AgilityUserSuite/View/Item/c63af28f-aa4e-e811-8c0c-0050568df3f6).

Full compliance to this work instruction / procedure required by 11-09-2018.

# Scope & applicability

This work instruction is applicable to the Quality Control function within Cells 1, 3, and 4 within the Montrose COE.

# Process overview / instruction

## Process definition – QC Work Order Packets Completion

|  | Process Start/Stop | MRB QA | Cell Controller / Shift Lead / Supervisor | QC Inspector |  |
| --- | --- | --- | --- | --- | --- |
| Process Step Connector |
| Decision Point |
| Ultimate Step Responsibility |
| Key Step Contributor |
| Ref | Activity | Responsibility | | | Additional Requirements & Links |
| 1.01 | Review completed packet to ensure all operations are signed off and paperwork is accurate |  |  |  | Ensure all documentation contains the correct work order details including log number, part number and is to the correct revision. |
| 1.02 | Ensure all documentation is stamped on the front cover with the correct W/O No, signed and dated. |  |  |  | Confirm Trace by checking what is recorded in Oracle |
| 1.03 | Check all revisions of Part No.s and all linked documentation in e-PIMS or TC |  |  |  | Open ePIMS select 'Find Part No'  Enter Part No and Search |
| 1.04 | Any errors found? |  |  |  | If yes, go to step 1.05  If no, go to step 1.08 |
| 1.05 | Return packet to Cell Leader, clearly highlighting any errors found |  |  |  |  |
| 1.06 | Ensure mistakes/issues are rectified satisfactorily |  |  |  | It is the responsibility of the Cell Controller/Shift Lead/Supervisor of the area to highlight and rectify issues |
| 1.07 | Return packet to QC when complete. |  |  |  |  |
| 1.08 | Scan Documentation to Conformity |  |  |  |  |
| 1.9 | Check Conformity for scanned documentation |  |  |  | Verify accuracy and quality of scanned documents |
| 1.10 | Take packets to MRB QA department |  |  |  |  |
| 1.11 | Work order packets will be archived periodically, as required |  |  |  | Ensure on-site storage is kept to a minimum |
| 1.12 | Open 'Archive Register' |  |  |  | [Montrose COE Archive Registers](https://ge.ent.box.com/folder/48345709351) |
| 1.13 | Rename a new worksheet using the next available number |  |  |  | e.g. MBA-01, MBA-02, etc. MBA identifies the box as belonging to Montrose Brent Avenue |
| 1.14 | Record every work order to be archived |  |  |  | Consider Manual Handling risks |
| 1.15 | Write indentifying details on the outside of the box, e.g.:- MBA-XX Montrose Brent Avenue Quality Department |  |  |  |  |
| 1.16 | Email  “Aberdeen-Orders@OasisGroup.com” to request uplift |  |  |  | Only those QA personel authorised to do so can make requests at C21.  This email address should also be used to request new boxes, return of boxes or to request documents to be scanned |
|  |  |  |  |  |  |

# Roles & responsibilities

| Key Role | Responsibility |
| --- | --- |
| MRB QA | Store and archive Document Packets |
| Cell Controller / Shift Lead / Supervisor | Highlight and rectify any issues found |
| QC Inspector | Ensure part is complete. Check and highlight any issues found |

# 

# Quality records

The following is a summary of records produced by this work instruction that shall be maintained and controlled according to the requirements of [BHGE-QUA-013 Control of records](http://edms.pw.ge.com/dctmquality/home/components/drl/drl.jsp?objectId=0900f5ea8095c4b7&showRendition=true). All records shall be in line with Records location map relevant for the site/organization.

| Record | Owner | Storage location |
| --- | --- | --- |
| Completed Workpacks | Cell Controller / Shift Lead / Supervisor | Oasis Group – Offsite Archiving Company |

# References, terms, definitions & acronyms

## References

| Number | Name | Training material & quiz |
| --- | --- | --- |
| n/a | BH[GE O&G QMS Lexicon](http://supportcentral.ge.com/@lexicon) | n/a |
| n/a | [Subsea Systems & Drilling QMS Lexicon](http://libraries.ge.com/download?fileid=697340101101&entity_id=55721334101&sid=101) | n/a |
| [BHGE-QUA-013](http://edms.pw.ge.com/dctmquality/home/components/drl/drl.jsp?objectId=0900f5ea8095c4b7&showRendition=true) | [BHGE Control of records](http://edms.pw.ge.com/dctmquality/home/components/drl/drl.jsp?objectId=0900f5ea8095c4b7&showRendition=true) | n/a |

## 

## Terms, definitions & acronyms

Italicized terms have been defined in [BHGE QMS Lexicon](http://supportcentral.ge.com/@lexicon) for Terms, Definitions and Acronyms. In case of conflict with [BHGE QMS Lexicon](http://supportcentral.ge.com/@lexicon). For this document, the below table will take precedence.

| Acronym | Term | Definition |
| --- | --- | --- |
| COE | Centre of Excellence | Brent Avenue and Charleton Road BHGE sites, Montrose |
| ePIMS | ePIMS | Engineering database |
| MRB |  | Material Record Book |
| QA |  | Quality Assurance |
| QC |  | Quality Control |
| TC | Team Centre | Engineering Database |
| W/O |  | Work Order |

# Appendix

n/a

End of Document