

6.7 Controlled Documentation

The need for a high level strategy to define and set the direction of the business is critical; this and other material can be documented and subsequently communicated in a number of ways within the company. This is referred to as controlled documentation, the hierarchy of which is shown in Figure 6.3.

A series of levels can be developed for the organization to enable policies, procedures, standards and forms to record specific company information and ensure that correct procedures are used in both the design and the maintenance of the asset base. It is essential to have these in place so that any legislation, company guidance or similar can be benchmarked and delivered. Each document should be made available to all stakeholders within the organization.

Policy	To set the strategy and direction of the business and/or the process/asset area.
Standard	To define the instructions, tools or software required to complete the work activity supported in the policy document.
Procedure	To define the work activity required and the process that should be followed to ensure the task(s) is/are completed.
Form	To define and record measurements to ensure asset data is noted correctly.

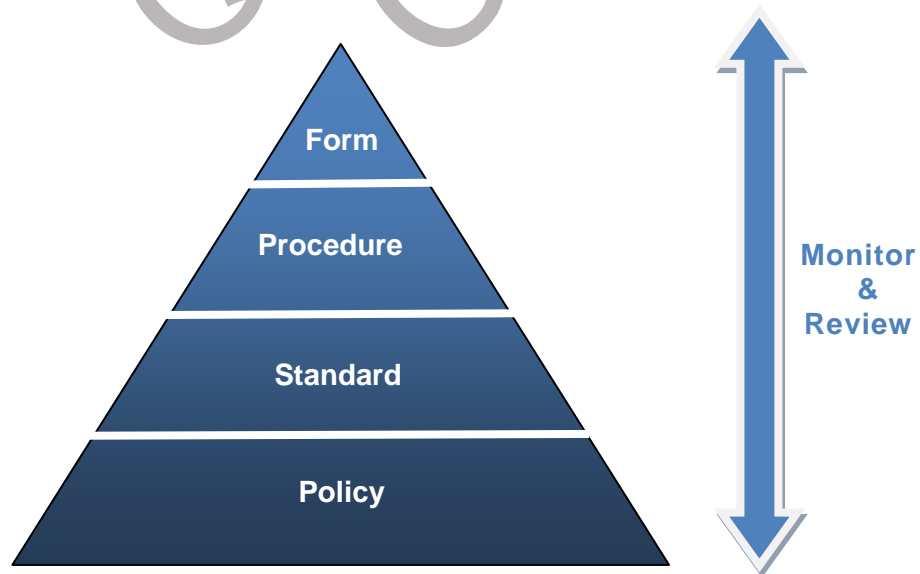


Figure 6-3: Controlled Documentation Levels

As part of any asset management plan it is imperative that a form of monitoring/review is initiated and carried out, the above diagram enforces this statement.