# **Purpose** To define the rules by which a new engineering procedure should be created

# **Scope** All engineering associated departments

# **Distribution** Engineering

# **References** n/a

# **Documents** Engineering Procedure Template

# **Procedure**

## Creating a new procedure

### Log onto the Engineering Database and select Engineering Procedures from the menu.

### Select “Create New Procedure” and fill out the form making sure to take note of the automatically assigned procedure number.

### Create a new engineering procedure using the Engineering Procedure Template located in the Engineering Templates folder.

#### Fill out the header with the engineering procedure name and number assigned from the engineering database.

#### Add a revision denoting the initial release of the procedure.

#### Fill in sections 1-5 and enter the engineering procedure in section 6.

## Releasing or revising an engineering procedure

### All new procedures must be released with an ECN (see EP-###) and an ECN should be released upon any revisions. Please follow the ECN procedure to release or revise the engineering procedure.

Note: All new procedures must be approved by the director of engineering.

## Obsoleting an engineering procedure

### Complete an ECN to obsolete an engineering procedure.

### Note that the procedure is obsoleted in the procedure’s Revision Block.

### Move the obsoleted procedure into the procedure archive folder.