

# WP 10-WC3010

Revision 17

## Maintenance PM/MWI Controlled Document Processing

Management Control Procedure

EFFECTIVE DATE: 12/16/10

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APPROVED FOR USE

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**CHANGE HISTORY SUMMARY**

| <b>REVISION NUMBER</b> | <b>DATE ISSUED</b> | <b>DESCRIPTION OF CHANGES</b>  |
|------------------------|--------------------|--|
| 15                     | 06/30/10           | <ul style="list-style-type: none"><li>• Adding HIC and AJHA tasks to the various performers.</li><li>• Added DSA/TSR impact review and evaluation with performance tasks for Operations Liaison.</li><li>• Added DSA/TSR impact review to Attachment 6 with signatures and date.</li></ul> |
| 16                     | 08/31/10           | <ul style="list-style-type: none"><li>• Revision change in response to CBFO Audit A-10-21, CAR 10-022.</li><li>• Added information for Change History Summary Table.</li><li>• Added information for Hazard Summary.</li></ul>   |
| 17                     | 12/16/10           | <ul style="list-style-type: none"><li>• Editorial change; added "Alternate Cognizant Engineer" to "Cognizant Engineer" on Attachment 1.</li></ul>  |

## INTRODUCTION

This procedure provides the process for development, review, approval, and cancellation of Preventive Maintenance (PM) and Maintenance Work Instructions (MWI).<sup>1, 2</sup>

Electronic Document Management System (EDMS) is the electronic document processing software used for the review, approval, and issuance of PM and MWI. Documents are controlled throughout the review and approval process within EDMS. This system generates an electronic history for each document, beginning when it is first entered into the system. Reviews are documented within the system; this documentation includes who reviewed the document, their comments, and the Maintenance Engineer (ME) who worked on and electronically issued the document.

Performance of this procedure generates the records required to meet WP 13-1 and may produce the following records:

- Attachment 5 - Temporary Revision Notice
- Attachment 6 - Controlled Document Deletion Request

## REFERENCES

### BASELINE DOCUMENTS

- DOE Order 433.1B, *Maintenance Management Program for DOE Nuclear Facilities*
- Hazardous Waste Facility Permit No. NM4890139088-TSDF, issued by the New Mexico Environment Department (as amended).
- WP 13-1, Washington TRU Solutions LLC Quality Assurance Program Description

### REFERENCED DOCUMENTS

- Title 29 *Code of Federal Regulations (CFR), Labor*
- Title 30 CFR, *Mineral Resources*
- Title 49 CFR, *Transportation*
- WP 02-PC3001, WIPP Hazardous Waste Facility Permit Screen
- WP 09, Engineering Conduct of Operations
- WP 09-CN3005, Graded Approach to Application of QA Controls
- WP 12-5, Waste Isolation Pilot Plant Radiation Safety Manual

## PERFORMANCE

### 1.0 NEW PMs/MWIs AND REVISIONS TO PMs/MWIs

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#### NOTE

A minor revision is a clarification change to a document that does not affect the purpose of the document or change the responsibilities within the document. The Zone Maintenance Manager (ZMM) is responsible for determining that the purpose and responsibilities are not changed. <sup>11</sup>

All changes to a PM/MWI will require documentation utilizing a Change History Summary Table.

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1.1 ME, develop the initial draft of the document. <sup>2</sup>

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#### NOTE

Attachment 1, Affected Organizations, contains the definition of an affected organization.

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1.2 ME and ZMM, determine the affected organizations and validating organizations using Attachment 1. <sup>1, 6, 7</sup>

1.3 ME, perform Job Hazard Analysis using Hazard Identification Checklist (HIC) or Hazard Summary (HS) in the Automated Job Hazard Analysis (AJHA) software. Retain completed HIC or HS in PM permanent file records.

1.4 ME, evaluate task for Documented Safety Analysis/Technical Safety Review (DSA/TSR) considerations.

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#### NOTE

Documents that are in the review process will have "DRAFT" watermark on them.

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1.5 ME, verify the document meets the criteria specified in Attachment 2, Procedure Checklist.

1.6 ME, when the document is ready to be reviewed, validated, and approved, start the cycle in EDMS.

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**NOTE**

The document cycle is defined by levels of approval as follows:

- The first level is the technical review level.
  - The second level is the validation level.
  - The third level is the authorized approval level.
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**NOTE**

Reviews not performed within the allotted time frame (10 working days) may be approved by the system administrator after contacting the reviewer's manager. Comments which require the document to be rejected are to specify the requirement that is not being met. Comments that should be evaluated by ME/ZMM but do not specify a requirement should be conditionally approved. [The review must be performed by individuals other than the originator.](#)<sup>5</sup>

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- 1.7 [Reviewers, review the document based on the requirements implemented in the document.](#)<sup>4</sup>
  - 1.8 Reviewers, if there are comments, record them in the EDMS comments field.
  - 1.9 [ME, resolve comments and correct document as applicable.](#)<sup>8</sup>
  - 1.10 Reviewers, approve document upon resolution of comments.
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**NOTE**

The Zone Superintendent (ZS) will coordinate the validation of the PM/MWI. Validation of an editorial revision is optional and determination is made by the ME/ZMM.

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- 1.11 ZS, complete Attachment 7, New CHAMPS PM Task Entry, and forward to the Work Control Center (WCC).
- 1.12 Scheduler, enter data into the Computerized History and Maintenance Planning System (CHAMPS).
- 1.13 [Validator\(s\), perform the document as written.](#)<sup>12</sup>
- 1.14 Validator(s), record comments in Attachment 3, Maintenance Procedure Validation Checklist.
- 1.15 Validator(s), forward Attachment 3 to ME.
- 1.16 ME, record comments from Attachment 3 in electronic comments field or enter "No validation required by ZMM."
- 1.17 ME, resolve comments and correct document, as applicable.

- 1.18 ZS, approve document upon resolution of comments.
- 1.19 ME, **IF** the document is listed in Attachment 4, Preventive Maintenance Procedures that are Hazardous Waste Facility Permit (HWFP) Inspections, **GO TO** WP 02-PC3001, perform process, and **RETURN TO** Step 1.20.
- 1.20 Initiate performance of Unreviewed Safety Question (USQ) screening for new or revised PM.
- 1.21 ZMM, review the document for the following:
- Technical content
  - Affected organizations reviewed the document
  - WIPP HWFP Screening sheet, screening process is completed (if applicable)
  - USQ determination is completed
  - Job Hazard Analysis
  - Change History Summary Table
- 1.22 ZMM, if the document is to be approved for use, record the periodic review cycle (24 months is the maximum permissible) and effective date in the comment field.<sup>2, 9, 10</sup>
- 1.23 ZMM, approve procedure.
- 1.24 ZMM, forward all supporting documentation to the ME.
- 1.25 ME, change procedure to working copy and print a copy of procedure.
- 1.26 ME, assemble package of obsolete procedure, revised procedure, Job Hazard Analysis, USQ, and HWFP screen, if applicable.
- 1.27 ME, forward package to ZS.

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**NOTE**

Issuing a document in the electronic system will make the previous revision obsolete and remove it from general access.

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- 1.28 ZS, issue the approved document.
- 1.29 ZS, change watermark on previous revision to "OBSOLETE."<sup>11</sup>

1.30 ZS, forward package to the Records Coordinator.

## 2.0 PROCESSING A TEMPORARY REVISION OR MINOR REVISION DURING PERFORMANCE OF PM OR WHEN EDMS SYSTEM IS INOPERABLE

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### NOTE

A minor revision is a clarification change to a document which does not affect the purpose of the document (defined in the introduction) or change the responsibilities within the document. [The ZMM is responsible for determining that the purpose and responsibilities are not changed.](#) <sup>11</sup>

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2.1 [ME, mark up the working copy of PM.](#) <sup>2</sup>

2.2 ME, record the following in Attachment 5:

- Document Number
- Current Revision Number
- Document Title
- Permanent Change Required
- Reason for Change

2.3 [ME/ZMM, determine the affected organizations using Attachment 1 and record in Attachment 5.](#) <sup>6,7</sup>

2.4 ME, route marked up copy of procedure and Attachment 5 for review.

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### NOTE

[The review must be performed by individuals other than the originator.](#) <sup>5</sup>

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2.5 ME, if necessary to minimize work delays, obtain telecom concurrences of temporary revision and document as follows:

- Enter the printed name of the person contacted.
- Enter the words "Per Telecom."
- Sign and date entries in appropriate Attachment 5 signature blocks.

2.6 Reviewers, approve document when it is technically correct.

2.7 ME, **IF** document is listed in Attachment 4, **GO TO** WP 02-PC3001, perform process, and document results on Attachment 5.

- 2.8 ME, route document to a qualified USQ Evaluator (USQE).
- 2.9 USQE, complete USQ determination and notify ME.
- 2.10 ZMM, authorize the temporary revision by signing and dating Attachment 5. <sup>2, 9, 10</sup>
- 2.11 ME, attach Attachment 5 to field copy of procedure.
- 2.12 ME, **IF** change is to be permanent,  
**THEN GO TO** Section 1.0 and issue a new revision.

### 3.0 DELETION

- 3.1 ME, record the following on Attachment 6:
- ME's name (Originator)
  - ME's organization
  - Controlled document number to be canceled
  - Revision number
  - Controlled document title
  - Justification
  - Original review organizations

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#### NOTE

Concurrence is required from all initial reviewing organizations prior to deletion of a controlled document.

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- 3.2 Forward to Operations Liaison for DSA/TSR impact review.
- 3.3 **IF** there is no DSA/TSR impact,  
**THEN** return to ME.
- 3.4 **IF** DSA/TSR impact is apparent,  
**THEN** perform extent of condition evaluation and forward results to ME.
- 3.5 ME, route the Controlled Document Deletion Request (CDDR) to the listed organizations for concurrence.
- 3.6 ME, forward the CDDR to ZMM.

- 3.7 ZMM, approve the CDDR, THEN forward to ZS.
- 3.8 ZS, make the document obsolete within the EDMS system.
- 3.9 ZS, change watermark on deleted document to "OBSOLETE." <sup>11</sup>
- 3.10 ZS, forward CDDR to Scheduler.
- 3.11 **IF** DSA/TSR impacts were identified,  
**THEN** forward to Operations Liaison for update verifications.
- 3.12 **IF** no DSA/TSR impacts identified,  
**THEN** forward to Records Coordinator.
- 3.13 Upon completions of update verification, forward to Records Coordinator.
- 3.14 Scheduler, update CHAMPS.
- 3.15 Forward CDDR to Records Coordinator.

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**NOTE**

The Preventive Maintenance Procedure (PMP)/MWI workbooks are used to minimize excessive copying of procedures and are issued to the respective zones. The ZMM has custody of and responsibility for the workbooks.

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**4.0 PMP/MWI WORKBOOKS**

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**NOTE**

PMPs or MWIs cannot have any outstanding changes when placed in workbooks.

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- 4.1 Scheduler, perform the following:
  - 4.1.1 Place the current revision of the PMP/MWI into workbook.

- 4.1.2 Stamp the expiration date and sign on the PMP/MWI cover sheet using the following guide:

| Periodicity | Expiration Date |
|-------------|-----------------|
| Weeklies    | 3 months        |
| Biweeklies  | 6 months        |
| Monthlies   | 1 year          |
| Quarterlies | 1 year          |
| Semiannual  | 2 years         |
| Annuals     | 2 years         |
| All MWIs    | 2 years         |

- 4.1.3 Forward the PMP/MWI workbook to the ZMM via the Scheduler.

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**NOTE**

When a change is issued for a procedure in a PMP/MWI workbook, the procedure must be updated electronically before the workbook may be used again.

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- 4.2 If a change is needed to a procedure in a PMP/MWI workbook, perform the following:
- 4.2.1 ME, remove workbook from the field and write change per Section 1.0, then forward workbook to ZMM.
  - 4.2.2 ZMM, forward workbook to Scheduler.
  - 4.2.3 Scheduler, update workbook using EDMS.
  - 4.2.4 Scheduler, place new "Field" copy in PMP/MWI workbook.
  - 4.2.5 Scheduler, return the PMP/MWI workbook to ZMM.

## 5.0 PERIODIC REVIEW

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**NOTE**

EDMS notifies the document coordinator 30 days prior to expiration date. If the periodic review is not performed prior to expiration date, the system will not allow the document to be accessed and the coordinator will be required to obtain an extension for access from Document Services.

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- 5.1 ZS, when notified a document requires a periodic review, assign a reviewer or perform review.

**NOTE**

Periodic review is an in-depth review to ensure the document is technically correct. This is done by comparing the "Baseline References" to the technical content of the document. The "Referenced" documents are to be checked to ensure that they are still applicable and correctly listed. Periodic review also includes review of the procedure file to ensure required supporting documentation is available and current.

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- 5.2 Reviewer, if the periodic review indicates a need to change the document based on the requirements, perform the following:
- Document the periodic review performance and the required changes in EDMS.
  - Proceed with required changes in accordance with the applicable process.
- 5.3 Reviewer, if the periodic review indicates changes are not required, document the periodic review in electronic system.

## Attachment 1 – Affected Organizations

| <b>Definition of Affected Organization</b>  |  |
|---|--|
| Affected Organization - the organization which is responsible for interpreting and maintaining the site in compliance with the requirement. Also, when the document calls a specific organization to perform a specific function (e.g., Safety perform an evaluation [affected]). General terms applied site wide (e.g., personnel will wear safety glasses) are <b>NOT</b> affected. |  |
| Does the document affect the organizations responsible for the following:   |  |
| HWFP Permit   | A New PM/MWI is generated.<br>Contact Site Environmental Compliance for review.  |
| WP 02-AR3001, Unreviewed Safety Questions   | A new PM/MWI or a technical change is required to a PM/MWI during performance of the task.<br>Contact USQ Screener.  |
| 29 CFR OSHA<br>30 CFR MSHA  | Based on Job Hazard Analysis, contact Industrial Safety & Hygiene if help is needed to make this determination.  |
| 49 CFR<br>Transportation  | Processes that generate waste, use hazardous material, or require transportation of the waste/hazardous materials.<br>Contact Shipping Coordination.   |
| WP 09,<br>Engineering<br>Conduct of<br>Operations   | Cognizant/Alternate Cognizant Engineer review for new PM/MWI deleted steps, added steps, reordered steps, changed Measuring and Test Equipment (M&TE), incorrect equipment specification, change systems alignment, and periodicity changes. |
| WP 13-1,<br>WTS QAPD  | If item, activity, or service is quality-affecting per WP 09-CN3005, then obtain QA review.  |
| WP 12-5,WIPP<br>Radiation Safety<br>Manual  | Documents that involve processes requiring radiological work, affecting radiological monitoring, or control systems.<br>Contact Radiological Control if help is needed to make this determination.   |

## Attachment 2 – Procedure Checklist

## GENERAL

Introduction

1. Does the introduction state the purpose and scope of the procedure?
2. If this procedure generates records required by WP 13-1, are they noted in this section?

References

3. Are references correctly identified as either baseline or referenced documents, and are the titles and document numbers correct?
4. Are references grouped by originating organization and sequentially by number (e.g., CFR XXX, CFR YYY, DOE Order XXX, DOE Order YYY, etc.)?
5. Have all applicable regulatory requirements documents been assessed for implementation in this procedure?

Prerequisite Actions

6. Does the procedure provide the following information in the Prerequisite Actions section:
  - Are there other actions or procedures that must be completed prior to use of this procedure?
  - Are there plant, system, or equipment conditions that must be met prior to use of this procedure?

Performance

7. Are the action steps written in the order of performance?
8. Are the steps written in imperative format?
9. Is step wording as short and concise as possible?
10. Are steps limited to one action unless multiple actions are required to perform a single function?
11. Are Notes adequate and used in appropriate situations?
12. Are Notes on same page as their related steps?
13. Are Notes free of action steps?
14. Does the procedure contain sufficient information for the user to perform the procedure without obtaining additional information from persons or documents not specifically identified in the procedure?

Attachments

15. Are attachments referenced correctly in the procedure (number, title, etc.)?
16. Are graphs, charts, tables, and data sheets adequate for readability and extraction of values?

Mechanics of Style

17. Are acronyms, abbreviations, symbols, units, and terms not normally used by the action performer defined upon first usage in the performance section of the procedure?
18. When blanks are provided for recording data, does the procedure clearly identify what data (including units) are to be placed in blanks (such as, but not limited to, initials, valve position, instrument reading, etc.)?

## Attachment 2 – Procedure Checklist

19. Are support groups identified for potential notification?
20. Are steps/substeps provided with place-keeping aids/initials, when necessary?
21. Are equipment numbers and nomenclatures in the procedure identical to the labels on the equipment?
22. Are engineering/mathematical symbols used correctly?
23. Are numerical values and tolerances consistent with system design and do they meet acceptance criteria?
24. Are the units of measurement used in the instruction the same as those displayed on the equipment?
25. Does the procedure reflect the "as-built" condition of the equipment?
26. Does the procedure (or related data or worksheets) provide for the independent verification and sign-off of computations, when necessary?
27. Does the attachment provide enough space to record data?
28. Are formulas correct and workable?
29. Is sufficient space provided for calculations?
30. Is the requirement for calculations by the user minimized?
31. If quantitative acceptance criteria are used, are they stated as set points with a range?
32. Have hazardous activities been addressed with appropriate action statements?
33. Are actions that place systems in an inoperable condition stated?
34. Does the procedure provide precautions that must be observed in the performance of the procedure?
35. Are limitations clearly defined?
36. Do Cautions relate to specific equipment or environmental hazards?
37. Do Warnings relate to specific personnel hazards and contain information essential to safe performance?
38. Are Cautions and Warnings on same page as their related steps?
39. Are Cautions and Warnings free of action steps?
40. Do all steps/substeps affecting alarms verify alarm actuation?
41. Does the procedure provide the following for each component that requires alignment:
  - Is the component individually identified?
  - Is the component identified with a unique number or nomenclature?
  - Is the position where the component is placed identified, and are check-off or sign-off required for verification?
42. Do instruments specified in the procedure to be used for monitoring operating parameters or for obtaining data meet the following requirements:
  - Is the instrument range adequate for all modes of equipment/system operation?
  - Are the instrument's units the same as required by procedure?
  - Is the instrument's scale/readout resolution adequate for determination of specified parameters?
  - Is the instrument specified the proper instrument for the procedure's intended task?
  - Is a space provided for recording and verifying the serial number and calibration due date?
  - Are instrument parameters listed with a nominal value and acceptable range (e.g., 20 [15 to 25])?





Attachment 4 – Preventive Maintenance Procedures That Are Hazardous Waste Facility  
Permit (HWFP) Inspections

| <b>PM<br/>NUMBER</b> | <b>PM TITLE</b>  | <b>HWFP<br/>Inspection</b> | <b>Implements<br/>an<br/>HWFP<br/>Requirement</b> |
|----------------------|--|----------------------------|---|
| IC041098             | U/G Exhaust Mass-Flow Measurement System for Fans 700A, B, & C | X                          | X   |
| IC240007             | Calibration and Maintenance of Eberline Portable Alpha-6/6A    | X                          | X   |
| IC240010             | Tennelec Calibration Procedure                                 | X                          | X   |
| IC411035             | Load Cell Calibration 411-WI-572-001                           | X                          | X   |
| IC411037             | Manipulator Load Cell 41-T-101                                 | X                          | X   |
| IC411038             | Bridge Crane Load Cell 41-T-104                                | X                          | X   |
| PM000027             | U/G Fuel Station Dry Chemical Fire Suppression System          | X                          | X   |
| PM000028             | Fire/Safety Inspection and Testing                             | X                          | X   |
| PM000029             | Self Contained Breathing Apparatus Inspections                 | X                          | X   |
| PM000030             | Ambulance and Surface Rescue Truck Inspection                  | X                          | X   |
| PM000031             | Fire Hose and Nozzle Inspection and Testing                    | X                          | X   |
| PM000033             | Emergency Response Equipment Inspection                        | X                          | X   |
| PM000034             | Fire Hydrant, PIV, and Isolation Valves Inspection             | X                          | X   |
| PM000035             | U/G Miners First Aid Station Inspection                        | X                          | X   |
| PM000036             | Fire Extinguisher Inspection                                   | X                          | X   |
| PM041099             | Exhaust Shaft, FAC 351, Quarterly Inspection                   | X                          | X   |
| PM041117             | Inspection & Maintenance of 140/25 Ton Bridge Crane 41-T-001   | X                          | X   |
| PM041169             | Road Cask Lifting Yoke 41-T-188                                | X                          | X   |
| PM041172             | Facility Grapple 41-T-022A, B, & D                             | X                          | X   |
| PM041173             | Grapple Hoist 41-H-022/41-Z-023                                | X                          | X   |
| PM041175             | Facility Cask Rotating Device 41-H-114                         | X                          | X   |
| PM041176             | 41-H-114 Facility Cask Rotating Device Electrical Inspection   | X                          | X   |
| PM041177             | Facility Grapple, 41-T-022A, B, & D, Annual NDE                | X                          | X   |
| PM041184             | Canister Shuttle Car 41-H-019                                  | X                          | X   |
| PM041186             | Facility Cask Transfer Car, 41-H-003                           | X                          | X   |
| PM041187             | Road Cask Transfer Car   | X                          | X   |
| PM041190             | Quarterly 25 Ton Cask Unloading Room Bridge Crane 41-T-186     | X                          | X   |
| PM041191             | Annual Mechanical 25 Ton Cask Unloading Room Bridge Crane      | X                          | X   |

## Attachment 4 – Preventive Maintenance Procedures That Are Hazardous Waste Facility Permit (HWFP) Inspections

| <b>PM NUMBER</b> | <b>PM TITLE</b>  | <b>HWFP Inspection</b> | <b>Implements an HWFP Requirement</b> |
|------------------|--|------------------------|---------------------------------------|
| PM041192         | Electrical Inspection and Maintenance of CUR Bridge Crane                | X                      | X                                     |
| PM041195         | Electrical Inspection of Facility Cask Transfer Car, 41-H-003            | X                      | X                                     |
| PM041201         | Facility Cask 41-Z-003   | X                      | X                                     |
| PM041203         | Electrical Inspection and Maintenance of Facility Cask                   | X                      | X                                     |
| PM041209         | Electrical Maintenance of 15 Ton Hot Cell Crane                          | X                      | X                                     |
| PM041215         | Annual Mechanical Inspection and Maintenance of Bridge Mount             | X                      | X                                     |
| PM041216         | Electrical Inspection and Maintenance of the Hot Cell Manipulator        | X                      | X                                     |
| PM041217         | Hot Cell Crane, 41-T-104   | X                      | X                                     |
| PM041222         | Electrical Inspection Canister Shuttle Car                               | X                      | X                                     |
| PM041232         | Quarterly RH Area 140/25 Ton Bridge Crane 41-T-001                       | X                      | X                                     |
| PM052003         | Diesel Forklifts (AU04/WH03)   | X                      | X                                     |
| PM052010         | Horizontal Emplacement and Retrieval Equipment Maintenance               | X                      | X                                     |
| PM052011         | Annual Electrical Horizontal Emplacement and Retrieval Equipment         | X                      | X                                     |
| PM052012         | Pressure Calibration (HERE)  | X                      | X                                     |
| PM052013         | HERE Position Sensors 52-Z-003   | X                      | X                                     |
| PM052014         | Tilt Sensor Calibration  | X                      | X                                     |
| PM074027         | Underground Diesel Engine Emission Test                                  | X                      | X                                     |
| PM074029         | Diesel Electrical Inspection (AU04/WH02)                                 | X                      | X                                     |
| PM074051         | Nondestructive Testing on Forklift Tines and Load Bearing Welds          | X                      | X                                     |
| PM074061         | U/G Diesel Equipment (100 Hour) (AU04)                                   | X                      | X                                     |
| PM041119         | Inspection and Maintenance of 25 ton Bridge Crane 41-T-130               |                        | X                                     |
| PM041120         | Inspection and Cleaning of an Air Handler                                |                        | X                                     |
| PM041121         | Inspection and Cleaning of an Air Handler                                |                        | X                                     |
| PM041139         | Inspection and Maintenance of Overhead Doors 41-N-005, 131, 133, and 135 |                        | X                                     |
| PM041148         | Inspection of Components and Safety Systems on Forklifts (All Forklifts) |                        | X                                     |
| PM041150         | Inspection and Maintenance of Overhead Doors 41-N-100, 102, and 103      |                        | X                                     |

## Attachment 4 – Preventive Maintenance Procedures That Are Hazardous Waste Facility Permit (HWFP) Inspections

| <b>PM NUMBER</b> | <b>PM TITLE</b>                  | <b>HWFP Inspection</b> | <b>Implements an HWFP Requirement</b> |
|------------------|----------------------------------|------------------------|---------------------------------------|
| PM045008         | Diesel Driven Fire Pump 45-G-602 |                        | X                                     |
| PM045009         | Diesel Driven Fire Pump 45-G-602 |                        | X                                     |
| PM045010         | Diesel Fire Pump Batteries       |                        | X                                     |
| PM045011         | Electric Fire Pump 45-G-601      |                        | X                                     |
| PR000002         | Predictive Maintenance           |                        | X                                     |



## Attachment 5 – Temporary Revision Notice

Number all step and page additions so that the user is able to identify the sequence in which the steps or pages are to be performed.

Revision Bars are added to the changed text to indicate that a change has been made to the indicated text, step(s), section(s), page(s). A revision bar is produced by drawing a vertical line ( | ) approximately 3/4 inch from the **LEFT** margin of the page stretching the length of the change. Changes to entire sections or pages are indicated by extending the change bar the entire length of the change.

Write changes in a clear, legible manner.

In writing a change to a document, not every case of a change technique can be covered. Therefore, in cases where there is not a clear-cut example of 'what to do,' indicate the change in the clearest and most precise method possible.

### DELETING TEXT

- Use a **single line**, mark through the text being deleted.

### ADDING A WORD OR PHRASE

- Just above the place where the text is to be added, but below the previous step, add the added word/phrase. Draw an indicator (arrow/caret) to the insert point where the new text is to be added.
- Text is not to be written vertically in document margins or wrapped/woven between subsequent steps.
- If the text will not fit within the space, indicate that the additional text is placed on the following page, then place the additional text on a new page.

### CHANGING A WORD OR PHRASE

- Using a **single line**, mark through the word or phrase to be changed. Just above the marked word/phrase, but below the previous text, add the correct word/phrase. Draw an indicator (arrow/caret) to the beginning of the lined-out text to show the replacement text.
- Text is not to be written vertically in document margins or wrapped/woven between subsequent steps.



## Attachment 7 – New CHAMPS PM Task Entry

|                                 |  |
|---------------------------------|--|
| Task ID                         |  |
| Asset ID                        |  |
| Description                     |  |
| Frequency                       |  |
| Trade                           |  |
| Priority                        |  |
| Next Due Date                   |  |
| Number of Craft to Perform Work |  |
| Estimated Man-Hours             |  |
| PM Cycle                        |  |
| Asset Class                     |  |
| Asset Type                      |  |
| Asset Name                      |  |
| Assigned To                     |  |
| Planner                         |  |