

NAVSEA
STANDARD ITEM

FY-03

ITEM NO: 009-09
DATE: 30 AUG 2001
CATEGORY: II

1. SCOPE:

1.1 Title: Process Control Procedure (PCP); provide and accomplish

2. REFERENCES:

a. None.

3. REQUIREMENTS:

3.1 Submit two legible copies of each PCP not later than 10 working days prior to start of the process required by the procedure to the SUPERVISOR. The procedure shall contain the following minimum information:

3.1.1 Contractor's name and address

3.1.2 Process title, number, and date developed

3.1.3 Description of process, including critical factors which have direct bearing on the process quality and safety

3.1.4 Qualification requirements for the personnel performing the work

3.1.5 Inspection and documentation forms

3.1.6 Acceptance and rejection criteria

3.1.7 The method utilized to ensure personnel accomplishing the procedure have direct knowledge of the requirements prior to beginning work. A copy of the procedure shall be at the work site during the performance of work.

3.1.8 The method utilized to control the procedure

3.1.9 Identification of hazardous materials which will be used in the process or hazardous waste that will be generated by the accomplishment of the process and the methodology which will be utilized to minimize the quantity of these materials which will require control and disposal

3.1.10 Approval signature and title of the contractor's representative and the date of submission

3.1.11 Government notification (G) for start of procedure (3.5)

3.2 Ensure process control documentation provides a record of the data required to control and determine satisfactory completion of the process.

3.3 Submit updated or changed procedures to the SUPERVISOR at least three working days prior to implementation.

3.4 Participate in a joint Ship's Force and SUPSHIP personnel safety brief, when directed by the SUPERVISOR, prior to start of recommended PCP.

(V)(G) or (I)(G) "START OF PROCEDURE" (See 4.1 for criteria.)

3.5 Accomplish the requirements of the reviewed PCP.

4. NOTES:

4.1 The paragraph referencing this note is considered an (I)(G) if the procedure is for work identified in NAVSEA Standard Item 009-12. If the procedure is for work that is not identified in NAVSEA Standard Item 009-12, then the paragraph is considered a (V)(G).