

# 1004 - Project Control Procedure Creation Process

Effective 9/2/2019

## [1. SCOPE](#)

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### **1. SCOPE**

1. All project types that require design review require, at minimum, a general procedure within the project design. This includes all project types produced by:
  1. Project Engineering & Construction
  2. Measurement Engineering & Services
  3. Transmission Engineering
2. The type of procedure required, as well as the level of detail, will be categorized as follows:
  1. General Project Procedure
    1. A general project (field) procedure will be included for each construction package. This procedure will have a standardized formatting (See [Example 1](#)).
    2. General information (Work Order #, Project #, MAOP, MOP, Design MAOP, short job description)
    3. Field Procedure outline with space to fill in project-specific information (pipe footage & size, pressure test information, number of tie-in points, gauge locations, AOCs, etc.)
    4. Should include points within procedure where break in work may be done safely
    5. Identify and verify all existing facilities, their position and operating condition
  2. Detail Procedures (Possibly Standardized format)
    1. Requires additional details and/or a checklist due to critical importance.
    2. These procedures are to be called out within general project procedure for those that require them.

### 3. Types of Detail procedures include:

1. Detailed tie-ins (2+ locations on live line)
  2. Purge procedure
  3. Connecting separate systems (same MOP)
  4. Work requiring bypass (repair/replace operations)
  5. Transmission Tie-in operations (these likely require bypass)
4. Identify additional stakeholders that should be present, on site, during project operations
  5. Consider take-down plan (as necessary)

### 3. Unique Procedures

1. Station related work
2. Uprating Operations

## 2. PERSONNEL

### 1. Inspector

1. Responsible for proper adherence to provided procedure, in proper order.
2. Responsible for ensuring copy of procedure and associated project documents are at job location
3. Responsible for following proposed Field change policy for any alterations to approved procedure included in project design
4. Responsible for completing/initialing checklist(s) for documentation and recording

### 2. Project Engineer

1. Responsible for determination of necessary procedures, dependent on project type.
2. Responsible for generation and inclusion of necessary procedure(s) within WFM and construction package to be sent to field personnel.
3. Responsible for adjustments to approved procedure, as specified in Field Change policy
4. Identify stakeholders

### 3. Engineering Management

1. Responsible for review of general/standardized procedure documents

2. Responsible for verifying that all necessary procedures are included for specific project
3. Responsible for approving procedures within design review process
4. Stakeholders
  1. Responsible for reviewing and providing feedback/comment on procedures developed by Project Engineer

### 3. PROCEDURE

1. Project is generated
2. Project Engineer creates General project procedure in conjunction with design and includes within WFM
3. Project Engineer determines what additional detail/unique procedure documents are necessary for the project and generates them
4. Project Engineer submits project, including procedures for design approval
5. Engineering Manager reviews provided design, and included procedures, and verifies:
  1. All included procedures are necessary –
  2. No additional detail procedures are needed
  3. No additional unique procedures are needed
  4. Appropriate stakeholders have reviewed
6. Engineering Manager approves procedures
7. Project Engineer releases project, with design and associated procedure documentation, to field for construction.

### FORMS AND REFERENCES

[Example 1 - General Field Procedure](#) [Word file]

#### **JOB NAME**

**WO#:**

**Project #:**

**MAOP:**

**Design MAOP:**

**Operating Pressure:**

**Test Pressure:**

*NOTE: If performing work in or near a station include inlet and outlet MAOP and Operating*

## Pipe and Valve Assembly Procedures

1. Fabricate pipe and valve assembly
2. Test entire assembly with air or nitrogen at ??? - ??? PSIG for a minimum of ? hour. |  
(Chapter 9, Section 3.3.1 (a))
3. Blow down after test.

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## Field Procedures

### **JOB NAME:**

1. Complete safety tailboard upon arrival at jobsite.
2. Install ??? of ?" plastic main and fittings as per proposed construction drawing.
3. Pressure test new sections of pipe and fittings per specification above
4. Blow down the pressure after successful test.
5. Carefully excavate the existing gas main at both tie in points.
6. ENSURE PROPOSED VALVES ARE IN THE OPEN POSITION.

### **INCLUDE ALL TAPPING AND PURGING INSTRUCTIONS FOR YOUR PROJECT BELOW:**

1. Secure all gauge points, purge points, and/or risers. (Install completion plugs, caps, etc..)
2. Soap test gauge points, stopper fittings, purge points, weld joints, and meter sets if applicable.
3. Coat and wrap all in service fittings and main per O&M Chapter 8 – Corrosion Control.
4. Back fill excavation and return to normal operating conditions.
5. Complete and return necessary paperwork to project engineer.

### **Notes:**

Contractors are required to follow all procedures in the D&I and the O&M manuals.

**NOTE:** This signed procedure must accompany all "As Built" documentation at the completion of this project.

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

(UNCONTROLLED IF PRINTED)