

## **STANDARD OPERATING PROCEDURE FOR AREA X**

### **X.1 PURPOSE**

To ensure that all work being performed within the <Area Name> area is completed efficiently and safely...

### **X.2 OVERVIEW**

This Standard Operating Procedure (SOP) describes the procedures for <list activities (i.e. Procedure X.1, X.)>.

Reference P&ID drawings: Drawing Name – Number (electronically link name to drawing)

Reference Layout drawings: Drawing Name – Number (electronically link name to drawing)

### **X.3 SAFETY REQUIREMENTS AND RISK ASSESSMENT**

#### **X.3.1 The relevant City of Winnipeg Water and Waste Department Safe Work procedures are:**

1. Safe Work Procedure

#### **X.3.2 The relevant City of Winnipeg Water and Waste Department Job Hazard Analysis' are:**

1. Job Hazard Analysis

#### **X.3.3 The relevant City of Winnipeg Water and Waste Department Lock Out Tag Out Procedures are:**

1. Lock Out Tag Out Procedure

#### **X.3.4 The relevant City of Winnipeg Water and Waste Department Risk Analysis Procedures are:**

1. Risk Analysis Procedures

#### **X.3.5 Required Personal Protective Equipment (PPE)**

List required PPE

#### **X.3.6 First Aid**

List relevant first aid objects and their nearest location (i.e. eye wash station)

### **X.4 PROCEDURE FOR <insert equipment name with tag number>**

#### **X.4.1 General**

1. List steps for steps for routine maintenance and safety checks; include tag numbers for equipment listed; include relevant figures

**X.4.2 Start-up**

1. List steps, include tag numbers on equipment

**X.4.3 Additional relevant procedures equipment**

1. List steps, include tag numbers on equipment

**X.4.4 Shutdown**

1. List steps include tag numbers on equipment

**X.Y PROCEDURE FOR <insert equipment name with tag number>****X.Y.1 General**

1. List steps for steps for routine maintenance and safety checks; include tag numbers for equipment listed; include relevant figures

**X.Y.2 Start-up**

1. List steps include tag numbers on equipment

**X.Y.3 Additional relevant procedures**

1. List steps include tag numbers on equipment

**X.Y.4 Shutdown**

1. List steps include tag numbers on equipment

**X.Z PROCEDURE FOR EMERGENCY SHUTDOWN AND POWERFAILURE**

1. List steps for steps for routine maintenance and safety checks; include tag numbers for equipment listed; include relevant figures