

APPENDIX D – STANDARD OPERATING PROCEDURE TEMPLATE

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