

Applies to: Plant Operations Administration

Issued: August 16, 2010

## **PURPOSE**

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The purpose of this policy is to establish a process for implementation of a written policy, procedure document or resource tool, under the direction of Plant Operations (Plant Ops) Administration.

## **DEFINITIONS**

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- A. **Policy** – Set of basic principles and associated guidelines, formulated and enforced by Plant Operations administration.
- B. **Procedure** – A set of established forms or methods for conducting affairs within Plant Operations.
- C. **Tool** – An instrument or resource used for administering policies and/or procedures within Plant Operations.
- D. **Plant Operations Management Committee** – Committee consisting of Executive Directors and Directors of Facilities Management and Facilities Planning & Construction.

## **POLICY PROCEDURES**

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1. Identify need for policy, process or resource tool within Plant Operations service areas.
2. Document the issue and proposed solution, i.e. deliverable
3. Principal Project Manager (PPM), Director or Manager/Supervisor may draft a solution or document for consideration
4. Define:
  - a. Wherein organization the need is
  - b. Where the resource will be housed
  - c. Who it will impact
5. Review recommendation with Plant Ops Management Committee
6. Review with any central resources as applicable (Human Resources/Finance, etc.)
7. Revise with team input; final review with Executive Directors
8. Provide to Cynthia Ramos for review and placement on the Plant Ops Website
9. Distribute through applicable Plant Ops communications resources, i.e. Plant Ops Monthly, Quarterly Newsletter, ListServ, Distribution List
10. Communicate resource tool, process or policy implementation and availability, location, purpose and expectation of Project Managers, including operational Directors/Managers at Plant Ops Extended Leadership monthly meetings.