|  |
| --- |
| OF0009 – Operational Control Development Worksheet |
| **Product name:** |
| I verify that all required procedures have been identified and the Design is ready for release. | Signature: | Print Name: | Date: |
| Title: |
| **Operation or Process name** | **Documented Procedures in place?** | If yes, does existing procedure need to be updated? | **New Documents required?** | **Existing Documents to be updated?** | **Current Documents** |
| Yes | No | In Part | Yes | No |
| E.g. Oil separation batch process | ☐ | ☐ | ☐ | ☐ | ☐ | * Safe Work method Statement
* Oil separator Standard Operating Procedure (SOP)
* Training Course
 | N/A | No current Documents |
| E.g. Gantry Crane Maintenance service | ☐ | ☐ | ☐ | ☐ | ☐ | * Safe Work method Statement
* Maintenance schedule
* Training Course
 | * Standard Operating Procedure (SOP) maintenance
 | SOP in place for use but not maintenance |
|  | ☐ | ☐ | ☐ | ☐ | ☐ |  |  |  |
|  | ☐ | ☐ | ☐ | ☐ | ☐ |  |  |  |
|  | ☐ | ☐ | ☐ | ☐ | ☐ |  |  |  |

**Disclaimer:** This documentcontains material to assist in meeting environmental management, Work Health and Safety and Quality obligations under the International Standard ISO AS/NZS ISO 9001:2016,14001:2016 and other legislative bodies. This document contains material sourced from Safe Work Australia. Any such material remains subject to copyright © Commonwealth of Australia. [https://www.safeworkaustralia.gov.au/copyright.](https://www.safeworkaustralia.gov.au/copyright)

Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

This document and its contents are © A2Z services 2018 and or the originating source authors and no permission is given for its duplication or copying, in part or in its entirety, for use outside its original purposes as stated within the company.

|  |  |  |
| --- | --- | --- |
|  | Amendment Record  | **Issue #: 1** |
| **Issue Date: 10/09/2018** |

| **Rev. #** | **Date** | **Details** | **Description of Changes** | **Prepared By** | **Approved by** |
| --- | --- | --- | --- | --- | --- |
| Section # | Para. # |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |