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| 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 | |
|  | ☐ | ☐ | ☐ | | ☐ | ☐ |  |  | |  | |
|  | ☐ | ☐ | ☐ | | ☐ | ☐ |  |  | |  | |
|  | ☐ | ☐ | ☐ | | ☐ | ☐ |  |  | |  | |

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|  | 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** |  |  |  |  |  |  |