InTechProject

A4.2.5 Perform start-up works

Process Description

Version: 1.0.1

Status: Working

APPROVED

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Title

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Name and Signature

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Date

List of Changes

| No. | Version | Status | Date of Change | Description |
| --- | --- | --- | --- | --- |
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Definitions

|  |  |  |
| --- | --- | --- |
| *{Border}* | – | External producer or receiver of an arrow. Name is not specified in case of unambiguous understanding by diagram readers or in case of ambiguity. |
| *{Tunnel}* | – | Producer or receiver of an arrow. Name is not specified in case of unambiguous understanding by diagram readers. |
| *Organizational Management Structure* | – | Set of specialized functional units interconnected in the process of substantiation, development, adoption and implementation of managerial decisions (hereinafter referred to as the Organizational Structure). |
| *Process (Business Process)* | – | A series of tasks with a clearly defined start and end time, aimed at achieving a particular outcome valuable for an organization. |
| *Process Actors* | – | Resources (technological, work) used for performing a process. |
| *Process Inputs* | – | Resources (material, information) needed to perform a process and transformed by a process into outcomes. |
| *Process Outputs* | – | Resources (technological, work) produced by a process. These are used to perform other processes or consumed by external customers. |
| *Process Owner* | – | A person who is accountable for the process result and has the authority to add or remove resources that affect the process performance. |
| *Sub-Process* | – | A process that is a part of the upper process. |

# General

The description of the “A4.2.5 Perform start-up works” process that is a part of the “A4.2 Implement project” process is developed to:

* Unify rules and requirements to process performance;
* Set responsibility for process result;
* Standardize document flow.

## Brief Description

Perform start-up works of appropriate quality within the set timeframe.

## Objectives

Performance of the “A4.2.5 Perform start-up works” is aimed at achievement of the following objectives:

|  |
| --- |
| * Complete start-up works on time |

## Process Owner

The process is owned by:

* Project Manager

## Process Actors

The process is performed by the following org units:

* Technician

## Start Boundary

End of construction and installation works, receipt of documentation.

## Duration Requirements

Timeframes are determined in accordance with model standards.

## End Boundary

System that is up and running in an operational condition.

## Process Inputs

| No. | Input | Objects | Comes From | |
| --- | --- | --- | --- | --- |
| Actor | Activity/External Environment |
| 1. | Completed system | System | Persons performing construction and installation operations | A4.2.3.3 Perform construction and installation operations |
| 2. | Executive documentation | Executive documentation | Project Manager | A4.2.4 Prepare and issue executive documentation |

## Process Outputs

| No. | Output | Objects | Goes To | |
| --- | --- | --- | --- | --- |
| Receiver | Activity/External Environment |
| 1. | Budget report | Budget performance report | Project Manager | A4.3.3 Close project |
| Director |
| 2. | Documentation on start-up works | Report on start-up works  Statement of start-up works | Project Manager | A4.3.3 Close project |
| 3. | Information on the end of start-up works | Information on the end of start-up works | Accountant | A4.3.1 Put system into operation |
| 4. | Instrument for maintenance | Instrument | Engineering Department | A5.2 Repair, restore and upgrade instruments |
| 5. | Instrument for verification | Instrument | Engineering Department | A5.3 Verify and calibrate instrument |
| 6. | Primary financial reporting - start-up works | Report on start-up works  Statement of start-up works | Budget and Finance Department | A7.6 Prepare reporting |
| 7. | Workable system | System | Persons performing site delivery and acceptance | A4.3.1 Put system into operation |

## Process Documentation

Performance of the “A4.2.5 Perform start-up works” process is regulated by the following reference documents and requirements:

|  |
| --- |
| * Project tasks |

# Process Diagram

|  |
| --- |
|  |

# Process Flow

### A4.2.5.1 Perform start-up works

##### Actors

Performed by org units:

* Technician

**Duration Requirements**

Within five working days.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Executive documentation | Project Manager |
| 2. | Instrument | Engineering Department |
| 3. | Project tasks | Project Manager |
| 4. | Report on start-up works | Customer |
| 5. | Statement of start-up works | Customer |
| 6. | System | Persons performing construction and installation operations |

##### Instructions

On the basis of executive documentation and a task received from Project manager, Technician completes start-up works using necessary instruments received from employees of the Engineering department. If necessary, Technician conducts repairs to a system.

After completion of start-up works, Technician verifies instruments' use period and when instruments' use date expires passes instruments to the Engineering department for checking of status or for verification.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Executive documentation | Technician |
| 2. | Instrument | Engineering Department |
| 3. | System | Persons performing site delivery and acceptance |

##### The Following Tasks

|  |
| --- |
| * A4.2.5.2 Create report on start-up works |

### A4.2.5.2 Create report on start-up works

##### Actors

Performed by org units:

* Technician

**Duration Requirements**

Within one working day.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Executive documentation | Technician |

##### Instructions

On the basis of information concerning the course of start-up works, Technician draws up a report on completed start-up works specifying time periods and conditions when and under which these works were carried out.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Report on start-up works | Accountant |

##### The Following Tasks

|  |
| --- |
| * A4.2.5.3 Draw up statement of start-up works |

### A4.2.5.3 Draw up statement of start-up works

##### Actors

Performed by org units:

* Accountant (Budget and Finance Department)

**Duration Requirements**

Within one working day.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Report on start-up works | Technician |

##### Instructions

Based on a report on completed start-up works Accountant draws up a certificate of completion using a template from the organization's information system, prints the document, and passes it to Responsible manager for signature.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Report on start-up works | Director of Operations |
| 2. | Statement of start-up works | Director of Operations |

##### The Following Tasks

|  |
| --- |
| * A4.2.5.4 Sign documentation on start-up works |

### A4.2.5.4 Sign documentation on start-up works

##### Actors

Performed by org units:

* Director of Operations

**Duration Requirements**

Within one working day.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Report on start-up works | Accountant |
| 2. | Statement of start-up works | Accountant |

##### Instructions

Responsible manager studies documents and signs documentation on start-up works.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Report on start-up works | Project Manager |
| 2. | Statement of start-up works | Project Manager |

##### The Following Tasks

|  |
| --- |
| * A4.2.5.5 Submit documentation on start-up works to customer |

### A4.2.5.5 Submit documentation on start-up works to customer

##### Actors

Performed by org units:

* Project Manager

**Duration Requirements**

Within one working day.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Report on start-up works | Director of Operations |
| 2. | Statement of start-up works | Director of Operations |

##### Instructions

Project manager prepares and delivers to a customer a package including a report on start-up works and a certificate of completion.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Report on start-up works | Customer |
| 2. | Statement of start-up works | Customer |

##### The Following Tasks

|  |
| --- |
| * A4.2.5.6 Approve documentation on start-up works |

### A4.2.5.6 Approve documentation on start-up works

##### Actors

Performed by org units:

* Customer

**Duration Requirements**

Not regulated.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Report on start-up works | Project Manager |
| 2. | Statement of start-up works | Project Manager |

##### Instructions

After receiving documentation on start-up works, a customer studies it and accepts works. On receipt of replies to all questions concerning completion of start-up works, a customer approves a report on start-up works and a certificate of completion and affixes to them his signature and the stamp of his organization.

##### Actors Deliver

| **No.** | **Provided That** | **Objects** | **To** |
| --- | --- | --- | --- |
| 1. | *Start-up works documentation approved by customer* | Report on start-up works | Project Manager |
| Statement of start-up works | Project Manager |
| 2. | *Start-up works documentation not approved by customer* | Report on start-up works | Technician |
| Statement of start-up works | Technician |

##### The Following Tasks

Provided that *”*Start-up works documentation not approved by customer”*:*

|  |
| --- |
| * A4.2.5.1 Perform start-up works |

Provided that *”*Start-up works documentation approved by customer”*:*

|  |
| --- |
| * A4.2.5.7 Add documentation on start-up works to project folder |

### A4.2.5.7 Add documentation on start-up works to project folder

##### Actors

Performed by org units:

* Project Manager

**Duration Requirements**

Within one working day.

##### Actors Receive

| **No.** | **Objects** | **From** |
| --- | --- | --- |
| 1. | Report on start-up works | Customer |
| 2. | Statement of start-up works | Customer |

##### Instructions

Project manager receives a report on start-up works and a certificate of completion from a customer's representative and ensures it has been signed and stamped by both parties (InTechProject LLC and a customer).

Project manager includes a verified certificate of completion and a report on start-up works in a project folder, which is archived.

##### Actors Deliver

| **No.** | **Objects** | **To** |
| --- | --- | --- |
| 1. | Budget performance report | Director |
| 2. | Budget performance report | Project Manager |
| 3. | Information on the end of start-up works | Accountant |
| 4. | Report on start-up works | Budget and Finance Department |
| 5. | Report on start-up works | Project Manager |
| 6. | Statement of start-up works | Project Manager |
| 7. | Statement of start-up works | Budget and Finance Department |

# Exceptions To Normal Process Flow

Here is the list of possible deviations from the normative course of the process and actions to take in case a deviation occurs.

### Customer's signature or seal is missing on the certificate of completion

**Responsible Manager:** Project Manager

**Actions To Take:** Return the certificate of completion to the customer for signature and stamping.

### Tool broken during start-up works

**Responsible Manager:** Technician

**Actions To Take:** Submit the tool to the Engineering department for repair.

# KPIs

The following KPIs are used to assess process performance and efficiency:

| No. | KPI | Unit |
| --- | --- | --- |
| 1. | Number of performed start-up works | Items |
| 2. | Percentage of start-up works completed on time | Percentages |
| 3. | Percentage overrun rate for start-up works budget | Percentages |

1. Org Units of Roles Mentioned in the Document

| No. | Role | Org Unit | Department | Activity Object |
| --- | --- | --- | --- | --- |
| 1. | Persons performing construction and installation operations | Installer | Installation Site |  |
| Subcontractor |  |  |
| Technician | InTechProject |  |
| 2. | Persons performing site delivery and acceptance | Customer |  |  |
| Head of Installation Site | Installation Site |  |
| Installer | Installation Site |  |
| Leading Engineer | InTechProject |  |
| Project Manager | InTechProject |  |
| Regulatory bodies |  |  |
| Technician | InTechProject |  |