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| **Project Title**  Routine Operation  XXX | | | | | | |
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| A | XX.XX.XXX | Issued for review | | XX | XX | XX |
| Rev. | Date | Description | | Prepared | Verified | Approved |
|  |  |  | |  |  |  |
| Logo | | | Document Title | | | |
| Routine Operations  XX XXXX | | | |
| Document Number | | | |
| XXXX-XX | | | |

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OBJECTIVES/PURPOSE

The purpose of this procedure is to XX XXX.

RISK ASSESSMENT

|  |  |
| --- | --- |
| **Hazards** | **Precautions and risk mitigation** |
| xxx | xxx |
| xxx | xxx |

STATUS – PREREQUISITES - PREPARATIONS

| **Step** | **Action** | **Notes** | **Reference** | **Remarks** | **Sign** |
| --- | --- | --- | --- | --- | --- |
| Status of the Plant | | | | | |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |
| Prerequisites | | | | | |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |
| Preparations | | | | | |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |

PROCEDURE

| **Step** | **Action** | **Notes** | **Reference** | **Remarks** | **Sign** |
| --- | --- | --- | --- | --- | --- |
| XXX | | | | | |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |
|  | xxx |  |  |  |  |