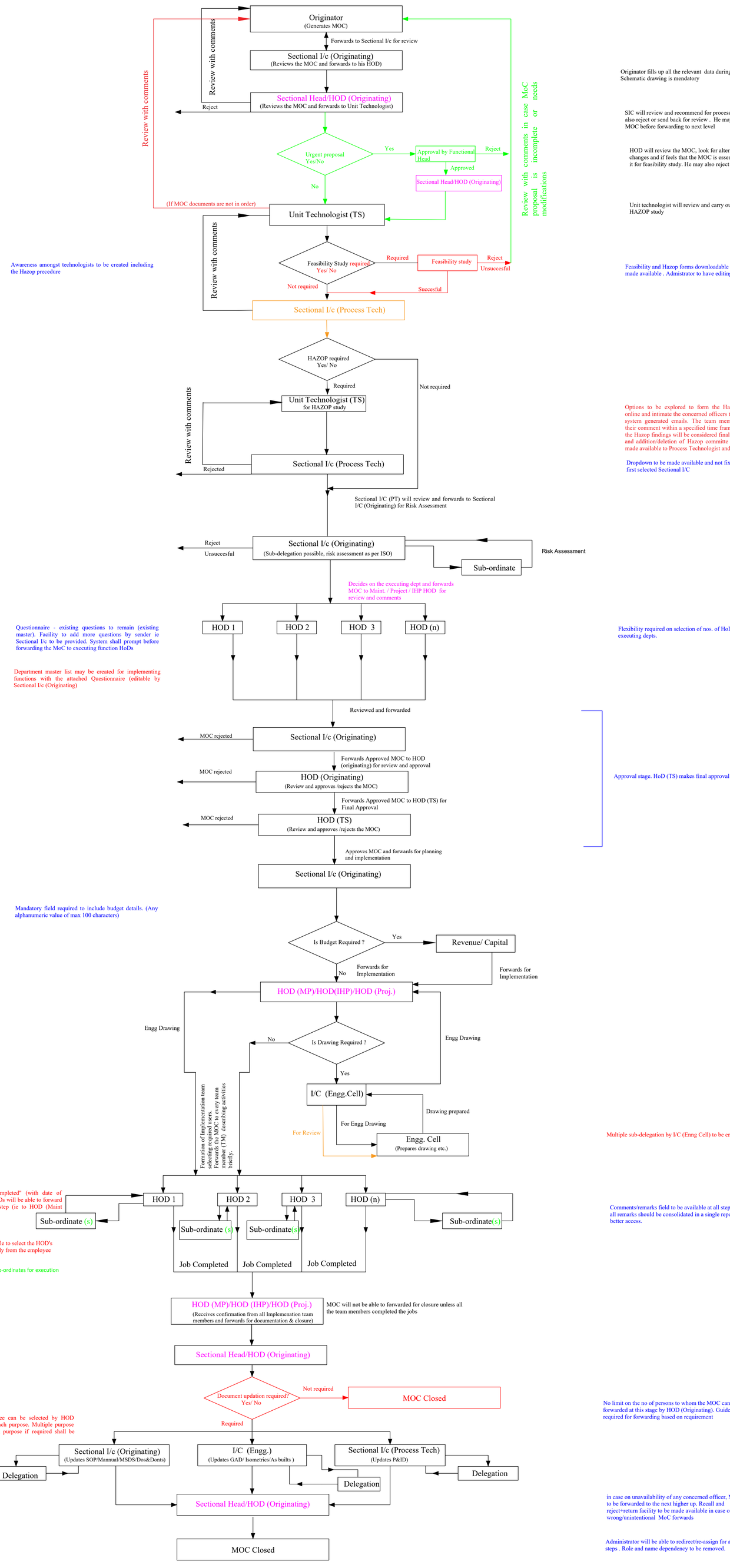
MOC Flow Diagram



Awareness amongst technologists to be created including the Hazop precedure

Originator fills up all the relevant data during MOC generation. Schematic drawing is mendatory

SIC will review and recommend for processing. He may also reject or send back for review . He may also edit the MOC before forwarding to next level

HOD will review the MOC, look for alternatives to avoid changes and if feels that the MOC is essential, will forward it for feasibility study. He may also reject the MOC

Editing rights to be provided so that Sectional I/c, HOD (originator) & Originator may edit and forward the MOC if required

Unit technologist will review and carry out Feasibility & HAZOP study

Feasibility and Hazop forms downloadable formats to be made available . Admistrator to have editing rights

Options to be explored to form the Hazop committee online and intimate the concerned officers through e-MOC system generated emails. The team members will give their comment within a specified time frame failing which the Hazop findings will be considered final. Editing rights and addition/deletion of Hazop committe members to be made available to Process Technologist and Administrator

Dropdown to be made available and not fixed with the first selected Sectional I/C

Questionnaire - existing questions to remain (existing master). Facility to add more questions by sender ie Sectional I/c to be provided. System shall prompt before forwarding the MoC to executing function HoDs

Department master list may be created for implementing functions with the attached Questionnaire (editable by Sectional I/c (Originating)

Flexibility required on selection of nos. of HoDs of executing depts.

Approval stage. HoD (TS) makes final approval

Mandatory field required to include budget details. (Any alphanumeric value of max 100 characters)

Multiple sub-delegation by I/C (Enng Cell) to be enabled.

Each sub-ordinate shall be able to select "Job completed" (with date of completion) or "Job not completed" (with reasons). HODs will be able to forward the job to some other Sub-ordinate or to the next step (ie to HOD (Maint Planning) as applicable.

HOD (Maint.Plang)/HOD (Proj.)/HOD (IHP) will be able to select the HOD's departments from checklist and add the name accordingly from the employee master.

During implementation, HOD can forward to multiple sub-ordinates for execution

Comments/remarks field to be available at all steps and all remarks should be consolidated in a single report for better access.

MOC will not be able to forwarded for closure unless all the team members completed the jobs

Purpose master to be created. Intended employee can be selected by HOD (originating) from employee master list against each purpose. Multiple purpose may be forwarded to same employee. Additional purpose if required shall be added by sender.

No limit on the no of persons to whom the MOC can be forwarded at this stage by HOD (Originating). Guidelines required for forwarding based on requirement

in case on unavailability of any concerned officer, MOC to be forwarded to the next higher up. Recall and reject+return facility to be made available in case of wrong/unintentional MoC forwards

Administrator will be able to redirect/re-assign for all steps . Role and name dependency to be removed.

COLOUR LEGEND:

- Rev 4 dtd 20.08.2021
- Rev 3 dtd 19.03.2021
- Rev 2 dtd 20.05.2020
- Rev 1 dtd 13.03.2020
- Rev 0 dtd 16.08.2019
- Rev 0 dtd 16.08.2019