



Description	This procedure is used to review the Operations & Maintenance Manual and revise it as necessary.
Regulatory Applicability	Operations & Maintenance Manual as well as company policies referenced within. <input checked="" type="checkbox"/> Regulated Transmission Pipelines <input checked="" type="checkbox"/> Regulated Gathering Pipelines (Type A) <input type="checkbox"/> Regulated Gathering Pipelines (Type B) <input checked="" type="checkbox"/> Regulated Distribution Pipelines
Frequency	At least once each calendar year, not to exceed 15 months
Reference	49 CFR 192.605(a) Procedural Manual for Operations, Maintenance and Emergencies LA Title 43 Part XIII 2705(a) <i>Procedural Manual for Operations, Maintenance and Emergencies</i>
Forms / Record Retention	F-192.605(a) Operations and Maintenance Manual Annual Review / 2 Years or Until Next Review Whichever is Longer
Related Specifications	None
OQ Covered Task	None



Procedure Steps

1. Have personnel who are knowledgeable in pipeline operations and maintenance review the Operations & Maintenance Manual. This review is accomplished through the following activities:
 - a) Reviewing the contents of this Operation, Maintenance and Emergency (OME) Plan, including all procedures and forms used;
 - b) reviewing other Company manuals referenced in this manual;
 - c) reviewing Pipeline Specific Operations Manuals (PSOM);
 - d) reviewing job/project plans, by operating area supervisors or foremen; and
 - i) This review shall include actual observation of the work performed in the field, where applicable. The review shall determine the effectiveness and safety of the procedures used in normal operation or maintenance. Procedures must be modified where deficiencies are found.
 - e) Reviewing the regulatory required changes.
 - f) West Texas Gas' response in controlling abnormal operations will be reviewed. Any deficiencies to the response will be corrected through changes to written procedures; or through operator training; or both.
2. Document these reviews on form F-192.605(a).
3. The WTG Compliance Department is responsible for updating the manual using form F-192.605(a).
4. Update the revisions page in the manual. Other pages of this plan that are revised will carry a revision date at the bottom of the page.
5. Communicate and distribute the changes accordingly. Ensure appropriate parts are available at locations where O&M activities are conducted.
6. These reviews will be conducted by company supervision as well as outside specialist.