



**ABU DHABI WATER AND ELECTRICITY
AUTHORITY (ADWEA)**

Effective Date :		
Volume	Chapter	Version
No	No	No

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PROCEDURE TITLE

Approved by:
Planning & Development Director:

Procedure Title

Prepared by:

HSE SPECIALIST

Date:

Reviewed by:

TECHNICAL ADVISOR

Date:

Approved by:

PLANNING & DEVELOPMENT
DIRECTOR

Date:



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 هيئة مياه وكهرباء أبوظبي Abu Dhabi Water & Electricity Authority	ABU DHABI WATER AND ELECTRICITY AUTHORITY (ADWEA)	Effective Date :		
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1 PURPOSE

Being the aim of the document and the procedure it describes.

2 SCOPE

Being the area of work or activity covered by the procedure. Exclusions and limitations shall be stated where applicable.

3 DEFINITIONS & ACRONYMS

Being the explanation of key words or phrases and abbreviations used within the document.

4 REFERENCES

Being the list of any documentation, international or national standards that is considered to be related to the procedure.

5 RESPONSIBILITY

Being who or which department, division or section is responsible for implementing the main aspect of the procedure.

6 PROCESS

Being the necessary actions to be taken to ensure the user/reader can perform the task or function defined in the objective. It shall state who does what, where and when. It should describe the controls established to ensure tasks are accomplished properly.

7 ATTACHMENTS

Flowcharts, forms, lists and/or registers shall be provided as attachments as shall forms that are relevant to the procedure.