



Five Minute Meeting



Date:

June 1, 2020

Topic:

**Cancellation tech up
process**

Audience:

**M&C Supervisors
Corrosion Supervisors
GPOM Supervisors
Clerical
Maintenance
Assistants
Asset Strategist**

Process:

**How to request and
approve a cancellation**

The key thing you need to know

Other corrective work (OCW's) are frequently requested to be cancelled for some common reasons such as duplicate notification created or created in error. This 5MM is about the tech up version of the process in SAP. This will replace the tech down process of needing to fill out forms and send any emails.

A clear explanation and supporting documentation (evidence) is also needed to ensure only appropriate cancellations are processed.

Why it matters to you

Currently forms are filled out and emailed to Asset Strategy to process the cancellation. This tech up process will save time from needing to fill out those forms or send any emails.

It is the responsibility of the employee requesting the cancellation and the approving supervisor to ensure a clear explanation and supporting documentation are included in each cancellation request. Examples are included in the attached OCW Cancellation checklist. Asset Strategists will reject cancellation requests that do not provide appropriate supporting information.

Key discussion points

Most employees will have access to request a cancellation, only supervisors have the access to approve a cancellation. Once approved, the Asset Strategist team can run the "Other corrective work list edit" report and process the cancellation.

- Cancellations can be requested directly in ZNOTIFG.
- Cancellations can be approved directly in ZNOTIFG, or a supervisor can run the "Other corrective work list edit" report with "cancellation requested" button checked and their main work center.

- Supervisors can also reject the cancellation if they do not agree with the cancellation.
- Supervisors are required to ensure that a clear explanation and supporting information (evidence) is provided in the cancellation request. Examples are included in the attached OCW Cancellation checklist.
- Asset Strategists will reject cancellations that do not provide appropriate supporting information.
- Cancellations can be found and cancelled by asset strategy by running the “Other corrective work list edit” report with cancellation approval checked.

Actions required

- Request the role **WM GCM OCW Cancellation Approver** if you feel you are someone needing to approve cancellations.
- Run the “Other corrective work list edit” report in ZIGAS reports tree to find notifications that have cancellation requested in your main work center.

Who do I contact with questions?

Jay Leyno, Compliance Manager

Bryan Morrison, Asset Strategy Supervisor

Attachments



OCW cancellation
checklist.docx



Job Aid - OCW
Cancellation Reque:

INTERNAL

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