**1. Proposed title of Recommended Practice:** *RP O-07 Brownfield (In Service) Weight Control*

**2. Proposed Consensus Body Chair (CB Chair):** *tbd*

**3. Scope of Work:** *Create a RP that addresses best practices of weight estimating, tracking, weighing and future weight growth management for offshore floating systems or production units.*

**4. Provide an explanation of the need for the Mass Properties Engineer community:** *This is being emerging requirement from operators, which can be standardize to insure quality and cost effectiveness.*

**5. Identify the stakeholders in the RP:** *USCG, ABS, BSMEE?, EPCIOs and Operators (Oil Companies)*

**6. Identify the Audience or Users of the RP:** *Weight Engineers and managers of Operators and their contractors.*

**7. Schedule**

*Develop a schedule that shows when you will reach the major milestones at the end of each stage. .*

| **SAWE RP “*RP O-07 Brownfield (In Service) Weight Control*” Schedule** | *Typical**Days* |
| --- | --- |
| **Action** | **Milestone Date** | **Lead** | **Comment** |
| Monthly Meeting of the CB | xxth of each month. | CB Chair |  |  |
| 1.1 Idea |  | Visionary |  |  |
| 1.2 PP draft |  | CB Chair | *Review at SAWE Conf* |   |
| 1.5 PP Complete |  | VP SnP |  | 15 |
| 2.4 CB Kickoff |  | CB Chair |  | 45 |
| 3.4 WD Complete |  | CB Chair |  | 30 |
| 4.5 CD Complete |  | CB Chair | *Review at the Regional* | 45 |
| 5.5 PD Complete |  | CB Chair |  | 75 |
| 6.5-S or 6.6-A Published |  | VP SnP |  | 75 |

**8.** **Functional Requirements for the RP or Standard**:

*General*

* *A weight control plan that who is responsible for what role*
* *Creating a future weight change/growth management plan for the unit.*
* *How changes are estimated, tracked, verified and then submitted to classification societies and/or government agencies*
* *How are weight changes verified with weighing of equipment and bulks*
* *How are items like paint, insulations, corrosion, etc taken into account during modification and the lifecycle.*

*On floater*

* *what is the role of the Barge Engineer/Master and safety draft marks.*
* *How do inservice lightship weight surveys and inclining experiments used and external forces validated (mooring, wind, current etc)*

**9.** **Survey of similar work by others**: *To Be Completed*

**10. Liaisons**: *Perhaps present this to ABS, USCG, API, or as a DeepWater project*

**11. Additional Comments**: *None at this time.*

**12. Submitter Information:** *(Andy Schuster),*

**13**. **Proposed Consensus Body Initial Membership:** *to be completed*.

*End of Project Proposal*

**Appendix - Useful Information –**

This Appendix is not required as a part of the Project Proposal

**Practical Information**

* **Project Proposal**: This form is the Project Proposal. Anyone can fill in the topics in an email or ms word format and send it to the VP Standards and Practices at standards@sawe.org. The proposal should 2 pages or less. You can replace the blue text with information
* **Project Proposal Approval:** The VP-SnP will review the information for completeness and then post it to the Standards Public Review web page for 30 days. <http://www.sawe.org/technical/rp/publicreview>. Meanwhile, the VP-SnP will present the project to the Standards Approval Committee (SAC) for approval in principal and the Standards Review Board (SRB) for information.
* **Project Plan** is the approved version of the Project Proposal. The VP-SnP will assign an RP number.
* **Projection Execution:** The Consensus Body (CB) will execute the Project Plan to develop the document.
* **Public Review** is done using: [www.sawe.org/technical/rp/publicreview](http://www.sawe.org/technical/rp/publicreview)
* Files are stored on SAWE Group Office in the RP Document Number folder in the Standards & Practices folder [www.sawe.org/groupoffice/](http://www.sawe.org/groupoffice/)

**Project steps and stages, in detail.**

* See section 11.4 of the SAWE Ops Manual for more detail
* Development Stages are rows (1, 2, 3),
* Development Steps in a Stage are shown in columns of each row (1.1, 1.2,1.3 etc),

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.0 Identify Need** | **1.1 Idea Proposed** | **1.2 Project Proposal Draft** | 1.3 PP Review \*\***SAC Review** | 1.4 PP Comment Adjudication | **1.5 PP Complete** |
| **2.0 Project Initiation** | 2.1 Project Start | 2.2 PINS Notification | 2.3 CB Formed | **2.4 CB Kickoff Meeting** | 2.5 Harmonization |
| **3.0 WD Working Draft**  | 3.1 WD Start | 3.2 WD Review | 3.3 WD Comment Adjudication | **3.4 WD Compete** |  |
| **4.0 CD Committee Draft**  | 4.1 CD Start | 4.2 CD Review**SAC Review** | 4.3 CD Comment Adjudication | **4.4 CD Compete** |  |
| **5.0 PD** **Public Draft** | 5.1 PD Start | 5.2 PD Public Review Period \*\* | 5.3 PD Comment Adjudication & Recirculate | 5.4 PD Appeals | **5.5 PD Complete** |
| **6.0 FD-S****Final Draft**  | 6.1 FD-S Start | 6.2 FD-SCB or IC Ballot | 6.3 FD-S **SAC Ballot** | 6.4 FD-S SAWE President Approval | **6.5 FD-S** **Distribution** |
| **6.0 FD-A****Final Draft SAWE/ANSI**  | 6.1 FD-A Start | 6.2 FD-A Submitted for Final Approval by ANSI | 6.3 FD-A Notification by ANSI of an appeal  | 6.4 FD-A Notification of appeal outcome (if required) | **6.5 FD-A ANSI BSR Approval** |
| **Notes**: \*\* This review includes posting the document on <http://www.sawe.org/technical/rp/publicreview>Gray Shaded Cells are the names of the stages. Yellow highlighted steps include ANSI document specific requirementsGreen Shaded Steps are milestones (1.1, 1.2, 1.5, 2.4, 3.4, 4.4, 5.4 and 6.5 or 6.6)Blue Shaded Steps are steps when the SAC gets involved (steps 1.3, 4.2 & 6.3). |

**Type of Change, Revision Tracking & Reviews for SAWE RPs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Example of Change** | **Title****Change** | **Review (1)** | **Omit****Stage** | **Duration** |
| Editorial | Reformat RP, etc. after posting | Rev only  | SRB | 2 – 6 (2) | 45 days |
| All SnP forms & Ops Mnl Changes |
| Reissue (3) | Document is republished periodically | Year only | IC(3) | 2 – 6 (3) | 45 days |
| Non-Substantive | Fix typos, add or delete details for clarity, improve graphics, etc.  | Rev only | PD | 2 - 4 | 135 days |
| Substantive(4) | Add or delete functionality or affect | Rev & Yr | CD & PD | None | 360 days |
| New | Create a new document | Rev & Yr | CD & PD | None | 360 days |
| **Notes:**All changes to ANSI standards follow the full process including ANSI steps(1) CD & PD Reviews are done using <https://www.sawe.org/technical/rp/publicreview>(2) SRB controlled changes to: TO-2, SnP Forms, Operations Manual, only require: ;* Functional Description of change in SRB MoM of the first meeting
* Review and approval vote at the second next meeting, with a record in the SRB MoM

(3) Used in Periodic or Stabilized Maintenance programs..(4) Substantive Change – A substantive change in a SAWE document is one that directly or materially affects the use: Examples of substantive: * Shall to should or should to shall
* Addition, deletion or revision of requirements, regardless of the number of changes (i.e. functionality)
* Addition of mandatory compliance with referenced standards, RPs, guidelines etc.
 |

**Revision History:**

|  |  |  |
| --- | --- | --- |
| ***Revision*** | ***Date*** | ***Description*** |
| *2015* | *25 August 2015* | *Initial issue based on similar project proposals used by AIAA, Deep Star and common corporate project proposals.* |
| *2016* | *1 February 2016* | *Added Functional Requirements* |
| *2016 A* | *8 April 2016* | *Convert to MS Excel to support a new tracking tool* |
| *2017* | *18 Jan 2017* | *Converted from MS Word, to support a new tracking tool**Made minor editorial changes to add clarity* |