



CONTINGENCY PLAN APPLICATION MANUAL

MMS-WQM-212

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Mireaux Management Solutions
ISO/API Consulting ■ Auditing ■ Training ■ Web QMS

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Table of Contents

- 1.0 PURPOSE AND SCOPE..... 3
- 2.0 TERMS AND DEFINITIONS 3
- 3.0 SECURITY ROLES..... 3
- 4.0 CONTINGENCY APPLICATION FUNCTIONS 4
 - 4.1 CREATE NEW CONTINGENCY PLAN FROM SCRATCH..... 4
 - 4.2 AUTOMATICALLY CREATE NEW CONTINGENCY PLAN FROM A RISK ASSESSMENT
EVENT..... 5
 - 4.3 VIEW CONTINGENCY PLANS..... 6
 - 4.4 ACTING ON A CONTINGENCY PLAN ASSOCIATED WITH A CIP..... 7
 - 4.5 EDIT OR DELETE CONTINGENCY PLANS 7
- 5.0 REVISION LOG..... 7

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1.0 PURPOSE AND SCOPE

The purpose of this manual is to guide users through the functionality of the Contingency Plan Application. The Contingency Plan Application is designed to facilitate identifying risks within a Company’s processes, and facilitating the process for analyzing and evaluating the risks, to discern those that need to be controlled or treated.

The Contingency Plan Application works across a Company’s various management systems, with the purpose of improving Quality, Environmental, Safety, Information Security, or On-Time Delivery.

NOTE: Fields marked with a red asterisk (*) are required.

2.0 TERMS AND DEFINITIONS

- CIP** Continual Improvement Program
- KPI** Key Performance Indicators
- RA** Risk Assessment

3.0 SECURITY ROLES

Employee	This user has full access to view or search for information on Web QMS. Any Employee can CREATE Contingency Plans .
Administrator	Administrators can edit module and content settings as well as authorize users, add roles, view File Manager, and view/clear the Recycle Bin. Administrators have all the capabilities of an Employee.

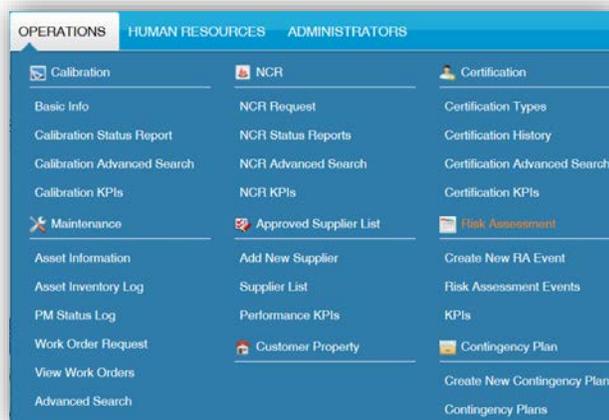
4.0 CONTINGENCY APPLICATION FUNCTIONS

<p>Create New Contingency Plan</p>	<p>Automatically Create New Contingency Plan</p>	<p>View Contingency Plans</p>	<p>Acting on a Contingency Plan</p>	<p>Edit or Delete Contingency Plans</p>
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4.1 CREATE NEW CONTINGENCY PLAN FROM SCRATCH

To CREATE Contingency Plans, from the Main Menu:

- **SELECT OPERATIONS**
- **LOCATE the Contingency Plan Application menu**
- **CLICK Create New Contingency Plan**



The following screen appears:

CREATE NEW CONTINGENCY PLAN

Risk Scenario:*

Response Actions:*

Mitigation Actions:*

Responsible Parties:*

Communication Controls:*

Attachment:

To CREATE a new **Contingency Plan**, complete each field as described below.

- **Risk Scenario:** * ENTER here the Risk Scenario or **Significant Risk** that is prompting the need for this Contingency Plan.
- **Response Actions:** * ENTER here the actions your organization believes are required in response to the significant risk scenarios.
- **Mitigation Actions:** * ENTER here the actions your organization believes are required in order to mitigate the effects of disruptive incidents associated with the significant risk scenarios.
- **Responsible Parties:** * ENTER here the names of the Employees or individuals who have been assigned to perform the actions in this Contingency Plan. Clarify their responsibilities and authorities
- **Communication Controls:** *ENTER here all internal and external controls that are in place for this Contingency Plan.
- **Attachment:** You can add any attachment that may be suitable for this contingency plan.

Once all fields have been filled out as appropriate, CLICK **Submit**. The new Contingency Plan has now been created in the **Contingency Plan Application** and will appear under the Contingency Plans page.

NOTE 1: You can also create a new Contingency Plan from the Contingency Plans screen by CLICKING on the START NEW button as shown below:



START NEW			
	CP/RA #	Date	Risk Scenario
✎	CP0006	3/26/2019	Adequate spare parts not on location.

NOTE 2: Contingency Plans are also created automatically from **RA Events** when significant Risks have the treatment option “**Treat**” and a CIP is opened. (See the Risk Assessment Application Manual MMS-WQM-211.)

4.2 AUTOMATICALLY CREATE NEW CONTINGENCY PLAN FROM A RISK ASSESSMENT EVENT

The Contingency Plan Application communicates with the RA Application to automatically create Contingency Plans when an **RA Event** contains a **Significant Risk** where the treatment option selected was “**Treat**”. In this case, a CIP is opened and a Contingency Plan is automatically logged in the list of Contingency Plans. The Contingency Plan parameters will be populated as the CIP is acted on.

You will be able to differentiate when a Contingency Plan was created automatically, and when it was not, by the **CIP number**. If the Contingency Plan has a **CIP number** associated with it, then it was created automatically by the RA Application.

	CP/RA #	Date	Risk Scenario	Response Actions	Mitigation Actions	Responsible Parties	Communication Controls	CIP #
	CP0006	3/26/2019	Adequate spare parts not on location.	Contact nearest job to see if spare parts can be borrowed. Contact the nearest vendor on the AVL that can supply spare parts.	Verify that critical spare parts are in place.	Field Supervisor is responsible to activate/carry out contingency and having the critical spare parts in place.	Email Field Supervisors about this contingency plan. Notify Corporate office and client on site when contingency happens.	
	RE0014	3/24/2019	When reviewing vendor quotes, there is a risk to select an unsafe vendor if the quote is selected based on lowest price without consideration to safety record.					CIP1347

In the screen above, the first Contingency Plan was entered manually. The second Contingency Plan was created automatically. In this case the respective fields will be completed automatically as the CIP is moved along to closure. Notice also this Contingency Plan is LOCKED.

For more information on **RA Events** see the Risk Assessment Application Manual MMS-WQM-211.

4.3 VIEW CONTINGENCY PLANS

To VIEW all the Contingency Plans, from the Main Menu:

- **SELECT OPERATIONS**
- LOCATE the **Contingency Plan Application** menu
- **CLICK Contingency Plans**

A list of all Contingency Plans will appear:

START NEW

	CP/RA #	Date	Risk Scenario	Response Actions	Mitigation Actions	Responsible Parties	Communication Controls	CIP #
	CP0006	3/26/2019	Adequate spare parts not on location.	Contact nearest job to see if spare parts can be borrowed. Contact the nearest vendor on the AVL that can supply spare parts.	Verify that critical spare parts are in place.	Field Supervisor is responsible to activate/carry out contingency and having the critical spare parts in place.	Email Field Supervisors about this contingency plan. Notify Corporate office and client on site when contingency happens.	
	RE0014	3/24/2019	When reviewing vendor quotes, there is a risk to select an unsafe vendor if the quote is selected based on lowest price without consideration to safety record.					CIP1347

4.4 ACTING ON A CONTINGENCY PLAN ASSOCIATED WITH A CIP

Contingency Plans associated with a CIP can only be addressed through the CIP. As the CIP moves along, the responses to the CIP will be transferred to the Contingency Plan page and will show on the Contingency Plan list.

4.5 EDIT OR DELETE CONTINGENCY PLANS

To Edit or Delete Contingency Plans, from the Main Menu:

- **SELECT OPERATIONS**
- **LOCATE the Contingency Plan Application menu**
- **CLICK Contingency Plans**, a list of all Contingency Plans will appear

CP/RA #	Date	Risk Scenario	Response Actions	Mitigation Actions	Responsible Parties	Communication Controls	CIP #
CP0006	3/26/2019	Adequate spare parts not on location.	Contact nearest job to see if spare parts can be borrowed. Contact the nearest vendor on the AVL that can supply spare parts.	Verify that critical spare parts are in place.	Field Supervisor is responsible to activate/carry out contingency and having the critical spare parts in place.	Email Field Supervisors about this contingency plan. Notify Corporate office and client on site when contingency happens.	
RE0014	3/24/2019	When reviewing vendor quotes, there is a risk to select an unsafe vendor if the quote is selected based on lowest price without consideration to safety record.					CIP1347

- **LOCATE the Contingency Plan** you want to Edit or Delete risks
- **CLICK on the Edit** pencil icon and make the necessary changes if desired
- **CLICK on the UPDATE or DELETE** button as applicable

NOTE: Only Contingency Plans that have not been automatically created or are not associated with a CIP can be updated or deleted.

5.0 REVISION LOG

DATE	SECTION	DESCRIPTION OF CHANGE	APPROVED BY
03/26/2019	All	Original Release	M. Boudreaux