

# **Trouble Call Sheet Policy**

## **Summary**

Plant Operations trouble call sheet identifies what type of request and/or trouble calls are received after normal business hours.

## **Purpose**

The purpose of this document is to identify what type of request and/or trouble calls are received after normal business hours.

## **Policy**

This log will assist supervision in informing other departments as to the nature of the problems that have occurred and what action was taken to correct the situation, if it was possible.

A Trouble Call Sheet will be completed for calls/work orders received after the scheduled business hours of Monday thru Friday, 8:00am to 5:00pm ET. Descriptions should be as thorough as possible. These sheets are given to the Manager of Plant Operations for review.

## **Related USG Policy**

N/A

## **Last Update**

N/A

## **Responsible Authority**

Plant Operations