



Tutorial: Overview of the Activity Renewal Process

Audience: Activity Lead, Liaison, DSC, SME, Line management.

How often do WPC activities need to be renewed?

Activity Risk Level	Renewal Period
1 – Low Hazard	Every 3 years
2 – Moderate Hazard	Every 2 years
3 – High Hazard	Annually

Why are Activities Renewed?

The purpose of the Activity review process is to:

- (1) To make sure that the activity accurately represents the current scope of work.
- (2) To make sure that the hazards and controls are up-to-date and to add or remove any hazards to reflect the current work or any upcoming changes.

For example, if the scope of work has changed (or is expected to change), or if new hazards or controls are being added, then these changes need to be included and reviewed.

Who is involved in the Activity Renewal Process?

Risk-level	Who reviews
Risk-level 1	<ul style="list-style-type: none"> • Activity Lead • Project Lead
Risk- level 2	<ul style="list-style-type: none"> • Activity Lead • Project Lead
Risk-level 3	<ul style="list-style-type: none"> • EHS Liaison • EHS Subject Matter Expert(s) • Division Safety Coordinator • Activity Lead

The following outlines the review and approval process for

- Risk-level 1 Activities
- Risk-level 2 Activities
- Risk-level 3 Activities

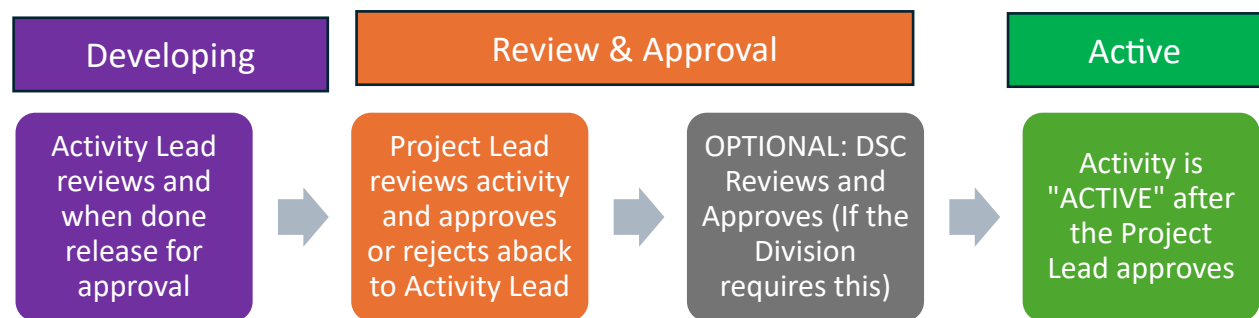
Risk-level 1 Renewal Process-----

30 days before an activity reaches its renewal date, the activity manager system creates a copy of the activity and puts it in **DEVELOPING** state as shown below



Risk-level 2 Renewal Process-----

30 days before an activity reaches its renewal date, the activity manager system creates a copy of the activity and puts it in **DEVELOPING**. **NOTE:** Some divisions may have the DSC involved in risk-level 2 reviews.



Risk-level 3 annual renewal Process-----

30 days before an activity reaches its renewal date, the activity manager system creates a copy of the activity and puts it in **COLLABORATION**

