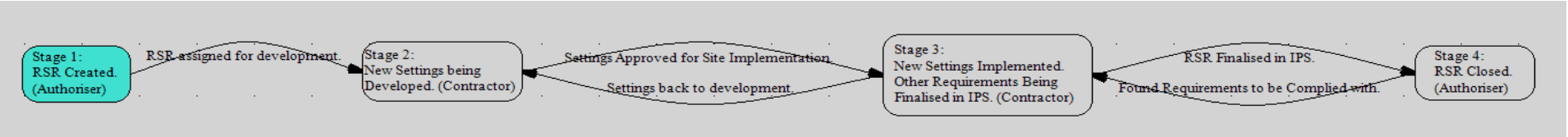
RSR WorkFlow Summary



WorkFlow Stage	WorkFlow Description	WorkFlow Movement	Setting Type	Setting Status	Setting Flag	Active Status	Work Flow Tasks	Responsibility
1	RSR Created	Initial Stage	Provisiory	Being Prepared			1. New RSR is created and assigned to contractor as required. 2. Notify contractor.	Authoriser
2	New Settings being Developed	**Contractor** need to move the workflow to this stage.	Provisiory	Applied for Approval	Verified by		1. Create New Setting Parameter. 2. Setting Parameter is renamed to indicate a new revision. 3. New set of setting parameters is uploaded in IPS. 4. Actual config file is attached and renamed to identify with the revision. 5. Notify Authoriser.	Contractor
			Provisiory	Ready For Operation	Verified by Issued by		1. Review and approve new setting revision. 2. RSR Data Tab ticked as "Ready for Site Implementation" 3. If setting does not meet approval, Setting Status and Flags should be reset to Workflow Stage 1. Contractor have to create new Setting Parameters for re-approval. 4. Notify contractor.	Authoriser
			Provisiory	Ready For Operation	Verified by Issued by		1. Conduct "As-found" Comparison and record under "Relay Setting Comparison" Tab of the RSR. 2. If comparison "failed" contact Authoriser before proceeding. 3. If comparison "passed" proceed to update device. 4. Notify Authoriser.	Contractor
3	New Settings Implemented. Other Requirements Being Finalised in IPS.	**Contractor** need to move the workflow to this stage.	Provisiory	As-Left Comparison "Pass" - **In Service** "Fail" - **Applied for Approval**	Verified by Issued by	Ticked as **Active.**	1. Once the new setting is finalised and implemented on the device, an "As-Left" setting comparison should be recorder under the "Relay Setting Comparison" tab on the RSR. 2. Comparison should show "Pass" if no setting change is done on the approved setting for site implementation. Otherwise, a "Fail" will need to be further reviewed by the authoriser. 3. Finalised other requirements of RSR by ensuring the following : - Final Setting Parameter "As-Left" is uploaded as a new parameter set renamed as appropriate. - Final Setting config file including all other setting revision files are attached in "Relay Setting" Tab. - All setting reports and other documents should be attached under the "General" Tab. 4. Notify Authoriser.	Contractor
4	RSR Closed.	**Authoriser** need to move the workflow to this stage.	**Proper**	**In Service**	Verified by Issued by	Ticked as **Active.**	1. Review and approve the final applied setting. 2. Ensure that all other requirements in the RSR are complied with. 3. Close and Seal the RSR. 4. Archive the previous active Date-Setting. 5. Notify Contractor.	Authoriser