

## SOP- Standard Operating Procedure

# Weekly SCADA Server Maintenance

This SOP explains the procedure for Weekly SCADA Server Maintenance to include fail over and reboot of both SCADA Servers

**Only properly trained personnel should execute this SOP.**

### **Prep Work:**

1. Communications between Maintenance and Operations is Vital.
  - a. Check with Todd Guetersloh in IT (316) 303-8136, to verify that Fail overs and boots of SCADA system are okay to perform at that time.
  - b. Check with Control Room to verify nothing is going on that could interfere with this maintenance or any operations that this maintenance could interfere with.
  - c. Notify Control Room when starting the procedure and when the procedure is complete.

1. Verify SCADA has no active commands or issues and that the system is operating correctly.
2. Force Failover from Server A, one engine at a time.
3. Verify that all systems are operating properly prior to proceeding during each step of this process.
4. Once all engines are on Server B and Server A is empty, perform a Reboot of Server A.
5. On the first week of the month, perform a Cold boot to server A. On any additional performance of this maintenance in the same month, perform a warm boot.
6. After Reboot is complete, perform failover of each engine, one at a time from Server B, to server A, verifying proper system operation after each step.
7. Once process is complete, Repeat this process with Server B, performing failover of each engine, one at a time, verifying proper system operation after each step, until all engines are operating on Server A.
8. Once proper operation of system is verified, Perform Cold Boot or Warm Boot of Server B per same schedule listed in step 5 above.
9. At this step, force failover of engines 2 and 4, back to server B, one at a time, verifying proper operation after each step.
10. Once this process is complete and servers are on line and proper operation has been verified, notify Control Room that you are finished

### **Consequence Of Deviation (COD)**

The consequences of deviating from the SOP could place personnel's health and/or life at risk, damage to equipment, and Loss Of SCADA control on all equipment.