

MINIMUM REQUIREMENT

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WP/SEA MINIMUM REQUIREMENTS Connecting & Working On End Devices



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Verify that supervisors are trained in connecting, working and safety precautions handling END DEVICES
- Ensure that two people are available at work site to alert help or assist if needed
- Ensure all work areas are free and clear so that end devices can be safely terminated
- Employees should be instructed to be alert at all times when they are working near exposed energized parts or pressurized parts on end devices where unexpected e hazards may exist.
- Only qualified personnel should troubleshoot, test, tie-in or terminate End Devices

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Verify LOTO is in place and energy or pressure is isolated (if needed)
- 3) Utilize proper PPE
- 4) Verify the right cable or tubing is going to the right end device.
- 5) Verify that personnel is certified in task being performed #1
- 6) Nonconductive clothing and equipment to be used during testing and trouble shooting
- 7) Conduct voltage or pressure verification test to verify the equipment is de-energized or de-pressurized
- 8) Proceed to connect end device with proper tools for the task
- 9) Verify rescue plan is written and implemented prior to start of work (if needed)
- 10) Verify work area is free of trip hazards or tools
- 11) Ensure the end device is free from defects and is the correct end device for the process
- 12) Before energizing or pressurizing equipment ensure all terminations and fittings are in place and secure
- 13) Conduct job walkthrough to ensure work area is free from debris, tools and trip hazards.
- 14) Conduct a Loop Check on the end device to ensure correct termination or tie-in points.
- 15) Before energizing or pressuring any end devices ensure that all fittings, covers, plugs, and drains are in place and tight

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA