

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS DEMO OF OLD TUBING



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.
- Review the scope of work with all crew members to ensure a clear understanding among the crew.
- Inspect all tools and equipment prior to begin of work
- Flag off area before begin of work
- Tie off all tubing and tray to prevent from falling from elevated areas.
- Scan work area for obstructions prior to begin of work.
- Verify employees are wearing complete PPE.
- Route all extension cords out of walk ways and caution off if needed.
- Use absorbent pads, rags, and metal containers to contain liquids.

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) Flag off work area with caution tape.
- 3) Ensure proper eye and hand protection prior to beginning work
- 4) When using ladders, secure ladder and do not over extend from center of ladder.
- 5) When working at heights or near hand rails wear fall protection and ensure rescue plan is in place.
- 6) Ensure to close valves and bleed off all pressure to lines.
- 7) Ensure to have absorbent pads, rags and metal container to catch fluid when bleeding lines.
- 8) Demo tubing that has been bleed down and isolated.
- 9) Ensure to plug all unplugged fittings.
- 10) Bend or use bolt cutters to cut tubing into small pieces to place in basket.
- 11) Remove barricades and dispose of any fluids, rags and trash in proper bins.
- 12) Return all tools and equipment to proper place.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA