

MINIMUM REQUIREMENT

	<h2 style="margin: 0;">WP/SEA MINIMUM REQUIREMENTS</h2> <h3 style="margin: 0;">Hot Work</h3>	
MEMORY JOGGERS		
Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.		
<ul style="list-style-type: none"> ➤ 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. ➤ Conduct site inspection with Crew & OIM to determine which type of permit is required. (HOT WORK or COLD WORK) ➤ Identify firewatcher and fire fighting required equipment before starting work task. ➤ Check all areas above and below the worksite to minimize the probability of fire and sparks falling out side of contained area. ➤ Verify if HOT BOX is required. If so, do we have all the proper equipment required to build (fire blanket, fire proof plywood, etc) HOT BOXES. ➤ Verify good communications is established and maintained between operation and crewmembers during HOT WORK. ➤ Verify all QC requirements have been met and have been released before HOT WORK begins. (Proper welding rods, rod ovens, etc.) ➤ Verify the proper tools and materials required to complete the work are available and in good condition. (Welding machines, ground Leads, etc) ➤ Verify that all barriers and caution signs are in place before starting HOT WORK and are removed upon completion of work. ➤ Gas testing is to be carried out in all hazardous areas immediately before starting work task. Gas Detector monitoring shall be conducted continuously at the worksite at all times. ➤ Firewatcher shall check the area and surrounding areas and communicate to control room before starting or restarting HOT WORK and completing of all HOT WORK. ➤ Verify containment is in place and all combustion able materials are removed from HOT WORK. ➤ Verify all instruments, needle valves and gauges have been protected or have been removed if possible. ➤ Verify access and escape routes are clear at all times or alternative routes marked and the work force informed. ➤ Verify that all Safety Equipment, (fire pumps, air compressors, gas detectors, PA systems, etc) are in proper working order before starting. ➤ Verify that all Construction Equipment, (Diesel Fire Pumps, Air Compressors, Welding Machine, Oxygen & Gas bottles, etc) are in proper working order before starting. Equipment shall be located 35 feet from hydrocarbon or other flammable materials ➤ Welding or burning within 10 feet of vessels, well bay or equipment containing hydrocarbons must be shut in or Safe Welding System is implemented. ➤ Verify drip pans and open drains in the immediate work area are clean of all combustible materials and protected with wetted fire blankets and plugs inserted into the piping covered with water. ➤ Fire watch must remain at the location where the hot work was preformed for a minimum of 30 minutes after hot work is completed. 		

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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 Hot Work Permit for welding and cutting have been signed off by a customer representative before starting Hot Work.
3)	Review the work scope with the crewmembers and associated personnel before starting
4)	Verify during the welding and burning operations, one or more persons have been designated as fire watch with no other duties while actual welding or burning operations are in progress. The fire watch shall have in their possession firefighting equipment in good usable condition.
5)	Install Red Barrier Tape around work areas where fire or slag might fall.
6)	Cover pipe, electrical and tubing tray with welding blanket if required. (Do not drape fire blanket where a person might use as a step or walk area.)
7)	Verify Combustible materials have been removed and all open drains are plugged and have a 2” water level covering them.
8)	Verify that all cutting and welding will be permitted in designated areas if conditions and safety precautions are meet as per GISY Policies before starting work task.
9)	Everyone who is involved with the Hot Work Task shall verify that the piping is bleed down and has zero pressure prior to starting work and has the ground lead to the welding machine attached.
10)	Verify all flammable sources have been eliminated by steel skillets, blanks, and blind flanges or by double block and bleed with vent open on the down streamside of the double block and bleed.
11)	Production personnel are to be aware of the task and are to assist and insure that proper Isolation has been performed before starting.
12)	Verify that the work area and the lower levels below the work area where slag, sparks, or other hot materials could fall are to be thoroughly inspected to insure their safety prior to performing work.
13)	Verify that all production wells in the well bay are Shut In at the Surface Valve In before welding or burning within 10 feet of the Well bay.
14)	Verify all Equipment containing hydrocarbons or other flammable shall be relocated at 35 feet in all directions from the work site. Wetted tarps, water sprays shall be used to help protect equipment from sparks and slag.
15)	Upon complementing the work, a review of the work area by the designated person will remove all barriers or will instruct one of the crew members to do so.
16)	The designated person and crewmembers will verify that all the equipment and location have been left in a clean, safe condition. All the tools, equipment and barriers have been removed and all persons have been accounted for.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA