	WP/SEA MINIMUM REQUIREMENTS **INSTALLING PANEL HARDWARE**	

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

➢ Obtain Hot Work Permit if needed and write WP/SEA

➢ Scan work area for obstructions prior to begin of work.

➢ Verify employees are wearing complete PPE.

➢ Verify all open ended lines are plugged to avoid release of energy.

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) Ensure proper eye and hand protection prior to beginning work

3) Inspect tools and equipment

4) Gather all materials needed for panel.

5) Perform gas detection prior to beginning work if needed.

6) Install devices

7) Have technicians perform point to point inspection on wiring and tubing prior to powering up panel

8) Return all unused hardware and or tools to proper storage.

9) Clean up work area and dispose in proper bins.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA