



MINIMUM REQUIREMENT

70

	<p style="text-align: center;">WP/SEA MINIMUM REQUIREMENTS Refueling Equipment</p>	
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. ➤ Follow equipment and container procedures for storage of diesel fuel. ➤ Be alert to leaks and spills and contact your supervisor or platform operator. ➤ Check condition of hoses and piping and if necessary provide secondary containment before making a fuel transfer. ➤ A qualified person shall conduct refueling operations. ➤ Verify all crewmembers are aware of the refueling operations. ➤ No refueling will be attempted while the equipment is being used or running. ➤ Verify no hot work is in, around, above or below the area that you are refueling in. ➤ Verify good communications is established and maintained between the platform operators and the refueling crew. ➤ Verify access and escape routes are clear at all times or alternative routes marked and the work force informed. ➤ Verify containment is in place and all combustion able materials are removed from the Refueling Area. ➤ Firewatcher shall notify control room before refueling operations begin. ➤ Check all areas above and below the worksite to minimize the probability of objects falling onto or from the worksite. ➤ Verify that all Safety Equipment, (fire pumps, air compressors, gas detectors, PA systems, etc) are in proper working order before starting. 		
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<ol style="list-style-type: none"> 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) Conduct site inspection and review the work scope with the crewmembers and associated personnel before starting. 3) Verify Combustible materials have been removed from area. 4) Verify engine is not running and has cooled off. 5) Remove cap on fuel tank and place in an area where it will not fall inside the closure or will be left off by accident. 6) Attach grounding cables from the nozzle, tank and the piece of equipment being refueled to the structural steel. 7) Place fuel nozzle into fuel tank. 8) Open fuel valve slowly and allow fuel to flow freely into equipment’s fuel tank. 9) Observe the level in the tank, if you have a fuel gauge or sight glass. 10) If you do not have a sight glass or fuel gauge shut the fuel off and look into the tank periodically. 11) Do not look into the tank while the fuel is flowing. 12) As the fuel reaches the top of the tank leave some space in the tank to give you time to close the valve. 13) Close the fuel valve at the pump or source. 14) Drain the remaining amount of fuel in the nozzle into the fuel tank of the equipment. 15) Shut nozzle off or valve before removing from tank. 16) Place nozzle into container or place in storage compartment on fuel tank. 17) Replace cap on fuel tank. 18) 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