



**WP/SEA MINIMUM REQUIREMENTS
Stair Removal and Installation**



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 clear access for stair removal.
- Conduct site inspection with the crew to determine the integrity of purposed lifting points on the platform structure.
- Verify the weight of the purposed stairs to be lifted is within the GIS Rigging Practices Limit.
- Proper rigging and crane lift operations are to be reviewed and documented.
- Verify good communications is established and maintained between the lift operator and the crew while observing the load being lifted.
- Verify that barrier’s and caution signs are in place before lifting or removing stairs.
- Notify all personnel that you are starting Hot Work.
- Review Hot Work and Scaffolding Minimum Requirements and implement as required.
- Verify all instruments, needle valves and gages have been protected or have been removed or protected if possible.
- Verify access and escape routes are clear at all times or alternative routes marked and the work force informed.
- Check all areas above and below the worksite to minimize the probability of fire and sparks falling out side of contained area.
- 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 hard barriers and caution signs are in place before starting and are removed upon completion of work.
- Verify the location of the nearest eye wash station.
- 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.
- Verify clear access for stair removal.

CONTINUED ON NEXT PAGE

MINIMUM REQUIREMENT

80

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)	Rope off surrounding area, area above and below with Red Tape.
3)	Barricade area surrounding the staircase opening with a hard barricade made out of handrail or scaffold poles, using a spring loaded swing door for entering and exiting barricaded area.
4)	Install rigging as per GISY Rigging Requirements
5)	Gouge the feet of the steps loose from the structural foundation pads if welded.
6)	Tension the rigging to ensure drop height is at a minimum.
7)	If lowering to ground-level verify area is clear and free of any obstructions.
8)	Communicate with crane operator and rigging department that you are getting ready to cut the top section of stairs loose.
9)	Implement Minimum Requirements for Hot Work.
10)	Verify fire-watchers and crew are aware that the stairs are being removed and be aware that the stairs could move.
11)	Using a torch start cutting the stairs from the from the bottom side. Leave a minimum 2” tab across the top to be cut last.
12)	Cut opposite side in same manner.
13)	Check tension of rigging.
14)	Notify all personnel that you are about to cut the stairs.
15)	Verify access areas and escape routes are clear.
16)	Implement Minimum Requirements for Scaffolding.
17)	Cut tabs and lift stairs out.
18)	Erect scaffold and prep area for new stairs.
19)	Rigging crew to drop new stairs in place and secure.
20)	Fabrication crews trim and fit new stairs in place.
21)	Upon completing fit up welders to weld and complete job task
22)	Perform any NDE required by the QA/QC department.
23)	Buff and paint the welded area as per company specs.
24)	Remove scaffold.
25)	Remove hard barricades
26)	Remove all rigging.
27)	Clean area and remove all equipment used during installation and commission the stairs.
28)	Remove all barricade flagging.
29)	Verify work area is clean and left in better condition before starting task.
30)	Supervision to review area and sign off.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA