		WP/SEA MINIMUM REQUIREMENTS **Structural Fitting**	

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.
- Ensure Hot Work JSEA Minimum Requirement is complete.
- Ensure Crane Lift and/or Forklift JSEA Minimum Requirement is complete. (If either is being used to lift materials)
- Make sure all welding leads, grounds, extension cords and cutting hoses are out of the walking paths and away from falling hot slag.
- Check lens for proper tint to avoid "flashes".
- Ensure that all electrical cords are plugged into a GFCI outlet to avoid shock hazards.
- Assign proper number of workers to project to avoid back strains. (Use Buddy System)
- Make sure work area is clear of debris and materials that may cause a fire or explosion hazard.
- Ensure that workers are wearing their proper PPE, namely Long Sleeved Shirts, Hardhats, Eye Protection and Gloves.
- Check all equipment and make sure they are in good working order before beginning the task.

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) Study drawing to ensure knowledge of measurements in design.
3) Move materials to desired area to begin fabrication, using safe lifting techniques. (Buddy System, Crane or Forklift)
4) Move pieces into place for fitting, rechecking drawing for proper measurements.
5) Using Hot Work Procedures begin fitting independent parts of design.
6) Complete Steps 3 through 5 until all units have been fitted.
7) Turn complete fitted design to welders to complete unit.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA