



**WP/SEA MINIMUM REQUIREMENTS
TIGHTENING OF TUBING FITTINGS**



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
- Make sure pressure is bleed off line before tightening fitting
- Scan work area for obstructions prior to begin of work.
- Verify employees are wearing complete PPE.
- Ensure proper hand placement when tightening down fittings.

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) When using ladders, secure ladder and do not over extend from center of ladder.
- 4) When working at heights or near hand rails wear fall protection and ensure rescue plan is in place.
- 5) Install fitting on tubing.
- 6) Ensure tubing is properly seating in fitting.
- 7) Tighten down fitting with wrenches
- 8) Loosen tubing nut and be sure tubing ferrules are properly made up.
- 9) Tighten nut back on tubing.
- 10) If tubing is under pressure and or leaking ensure to isolate and bleed off pressure before tightening
- 11) Return tools and equipment to proper storage area.
- 12) Clean up work area and dispose of debris in proper bins.