



**WP/SEA MINIMUM REQUIREMENTS
Valve 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 installing or changing valves out.
- Conduct site inspection with the crew to determine the integrity of proposed lifting points on the platform structure.
- Verify the weight of the purposed valve to be lifted is within the GIS Rigging Practices Limit.
- If required place 3/8” or 1/2” plywood over fiberglass grating for transporting valves.
- Verify that the flange faces are free of nicks, paint, damaged areas and are clean free of sand.
- Nylon straps shall be used when lifting valves or steel slings with shackles in lifting eyes provided by valve manufacturer.
- Verify good communications is established and maintained between the lift operator and the crew while observing the valve being lifted.
- Verify that barrier’s and caution signs are in place before lifting or removing valves.
- Verify pollution and containment protection are in place.
- When required to Hot Bolt, notify all personnel that you are starting and follow Hot Bolting Requirements.
- Verify that all pulling points and rigging connections are in compliance with GIS’s rigging standards before starting the job task to prevent valves from rolling or flopping over.
- 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.

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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)	Install rigging as per GISY Rigging Procedures.
3)	Rotate (ball valve, gate valve, globe valve, plug valve and etc.) valve slowly, ¼” to fully open before proceeding to next step.
4)	Install drain pan and absorbent pads to prevent spills.
5)	Down Stream Side of valve loosen every other stud and nuts on flange.
6)	Loosen the remaining studs and nuts verify that no pressure is trapped in the system or in the valve body.
7)	Look and listen for gas escaping or oil dripping.
8)	Do not remove any studs at this point.
9)	Upstream side of valve loosens every other stud and nuts on flange.
10)	Loosen the remaining studs and nuts verify that no pressure is trapped in the system or in the valve body.
11)	Look and listen for gas escaping or oil dripping.
12)	Do not remove any studs at this point.
13)	Tension rigging making sure that the valve to be removed will not roll, flop or swing when bolts are removed.
14)	Remove every other stud and nuts checking tension on rigging.
15)	Remove the remaining studs and nuts.
16)	Lower valve onto cart or floor.
17)	Transpose rigging from removed valve to new valve as per GISY rigging procedures.
18)	Lift valve and place into position. Using alignment pins install lower half of studs and nuts.
19)	Install gaskets.
20)	Install remaining studs and nuts.
21)	Hand tightens all studs and nuts.
22)	Torque studs and nuts on the Up Stream Side of valve first.
23)	Torque studs and nuts on the Down Stream Side of valve second.
24)	Remove all rigging.
25)	Verify work area is clean and left in better condition before starting task.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA