

HSSE Toolbox Talk

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PR-14 ISOLATION REVISION TO HSSE POLICY

HSSE Policy PR-14, Isolation Policy has been revised to reflect the following key changes. The revision becomes effective July 28, 2008.

1. **List of Short Duration Jobs** – Added “minor in place work” on flanged/screwed/tubing-connected equipment to the list of short duration jobs that may be performed under non-positive isolation without additional approvals provided the risk controls are addressed in the risk assessment and in place. ([Section 2, Attachment B](#))
2. **Pin Stop Button on Start/Stop Switch** – Clarifies verification of electrical isolation for non-electrical work. ([Section C.10.7, Attachment G](#) and [Section I.4.5](#))
 - a. Requires pinning the Stop Button when there is a start permissive (i.e., “hold-out”) or automatic start as determined by the Operations Supervisor.
 - b. In the case of a Hand-Off Auto (HOA) Switch, placing the switch in the off position and installing a DO NOT OPERATE tag is all that is required.
 - c. Revises the Isolation Procedure Approval Template to reflect this change as well.
3. **Verification of Electrical Isolation for Non-Electrical Work Above 480 V** – Clarifies that verification of electrical isolation for non-electrical work above 480 V requires visual verification of air gap, instead of voltage testing. ([Section C.10.8](#))
4. **Verification of Electrical Isolation for Electrical Work Above 50 V** – Clarifies that verification of electrical isolation for electrical work above 50 V requires verification at the disconnect and verification at the work location via voltage testing and recorded. ([Section C.10.9](#))
5. **Check Box on Isolation Procedure Approval Form** – Clarifies that checking the box signifies: (1) that the procedure has been reviewed for that item; and (2) that if the item applies, it is properly addressed in the procedure. ([Attachment G](#))
6. **Type 1 Isolation Verification Point** – Clarifies that Do Not Operate tags are only required on verification points that are remote to the job. The tag stub does not have to be removed and the tag number does not have to be recorded. ([Section H.4.3](#))
7. **Car Seal & Maintenance Lock Sequence on Lockbox** – For non-positive isolation, revised to allow Operations Supervisor to place the yellow car seal on lockbox before the Maintenance (Green) Hold Lock is applied; if so, the green lock is placed in isolation procedure bag to ensure it’s available to the BP Work Rep or Job Rep. In this case, after verification of a safe energy state the individual applying the Green Lock check the car seal is on the box, or may ask to have the box opened to verify the contents of the lockbox. ([Section I.5.0](#))
8. **Lockbox Location** – Clarifies that the isolation procedure bag is secured to the lockbox with the Operations (Blue) Hold Lock and that the lockbox must be at the job site unless defined otherwise in an HSSE approved TAR or work execution plan. For Confined Space Entry (CSE), the lockbox is placed at the entry point or common location at the equipment where there are multiple entry points. ([Section I.5.12](#))
9. **Completion or suspension of WCC prior de-isolation** – Revised to allow WCC to be suspended rather than completed in order to de-isolate equipment. For addressing repetitive job under one WCC that will require isolation and de-isolation multiple times, e.g., changing filters. ([Section I.7.2, I.8.1](#) and [L.1.1](#))

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10. **WCC Approval for Line Breaks Above 10% LEL** – Clarified WCC approval for breaking containment on equipment in hydrogen or light hydrocarbon service when LEL is above 10%. Approval level is determined by the PR-3 Permit Approval Table. ([Warning for Section K.2.2](#))
11. **Flange Bolt Removal Guide** – Re-format page to make table more readable. ([Attachment K](#))
12. **Warnings in Air-Freeing Methods** – Added that systems in water or other service that come into contact with process streams may entrain hydrocarbons that can be released at low pressures. It is critical that oxygen-freeing methods for these streams are handled as if the stream was hydrocarbon containing. ([Warning for Section L.2.2](#))
13. **Non-Standard Isolation Devices** – Addressed use of RV as temporary isolation devices for purposes of installing an inlet blind under Non-Standard Isolation Devices. Corrected authorization of non-standard isolation devices to reference higher level approval per PR-3 Control of Work Process. ([Attachment Q](#))
14. **Use of RV as Temporary Isolation Device for Purposes of Installing an Inlet Blind** – Added the authorization form from former blinding policy and updated approvals levels. The form includes criteria for determining if the RV can be safely used for the application based on process, inspection/maintenance history of RV and other factors. ([Attachment R](#))
15. **Drawing Format for Isolation Procedures** – Isolation procedure drawings are transitioning to a standardized Visio format. During the transition, old drawings that are accurate are acceptable to use until drawings are converted to new format.

For more information, the revised HSSE policy will be posted shortly at <https://wss2.bp.com/TexasCity/Safety/default.aspx> or contact your HSSE Department.