



Deep Water – Gulf of America (DW-GOA)

TEMPORARY EQUIPMENT

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Revision	Date	Summary of Changes	Author
0	11/18/2010	■ Initial publication of document	Kendall Authement
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SUMMARY

This procedure ensures safety during temporary equipment installation and use at DW-GOA facilities, outlining the process for handling vendor-supplied equipment to minimize ignition, fire, and spills, and applies to all DW-GOA employees and contractors.

Key Words

Temporary Equipment Installation, temporary, equipment installation

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1 INTRODUCTION

1.1 PURPOSE

This Procedure is to ensure safety during temporary equipment installation and use for Upstream Deepwater-Gulf of America (DW-GOA) floating and fixed producing facilities. It outlines the process for requesting, selecting, inspecting, placement, and use of temporary equipment (vendor-supplied/owned equipment for short-term use offshore) to minimize possibility of ignition, fire, and/or spills.

This document applies to DW-GOA employees and contractors working at GOA floating and fixed producing facilities owned, operated, or leased by DW-GOA.

The only exceptions are:

- by agreed variance (see HSE0004A Management of Change (MOC)),
- by agreed bridging document,
- as specifically noted in sections that follow, and
- Mobile Offshore Drilling Units (MODUs), offshore operations outside the US GOA, and onshore operations are excluded.

This document does not apply to management of Portable Electronic Devices (PEDs) (refer to OPS0175 Portable Electronic Devices).

1.2 TARGET AUDIENCE

Primary users are individuals involved with GOA floating and fixed producing facilities operations and support, including:

- Operations Managers
- Onsite Leadership (Offshore Installation Manager [OIM], Person-in-Charge [PIC], Drilling Foremen)
- HSE Techs
- Specialty Engineers
- Terminal Operations
- Designated Competent Inspector
- Senior Authorized Electrical Person (SAEP)
- Electrical Technical Authority
- Vendors
- Regulatory Affairs

1.3 AUDITING REQUIREMENTS

To ensure implementation effectiveness, locations shall be audited for document compliance using local or other applicable audit procedures.

1.4 MANAGEMENT OF CHANGE

The DW-GOA document management process manages change related to development of and revisions to DW-GOA documentation. This process includes:

- stakeholder engagement and review,
- management approval,

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- communication/roll-out,
- implementation, and
- training.

All other changes must be managed per HSE0004A or an equivalent process unless specifically excluded by a provision of this document or other pertinent DW-GOA document.

Guidelines for consolidating MOCs by well or construction campaign are provided in [OPS0077A-PR01-GL.02](#).

1.5 OVERVIEW

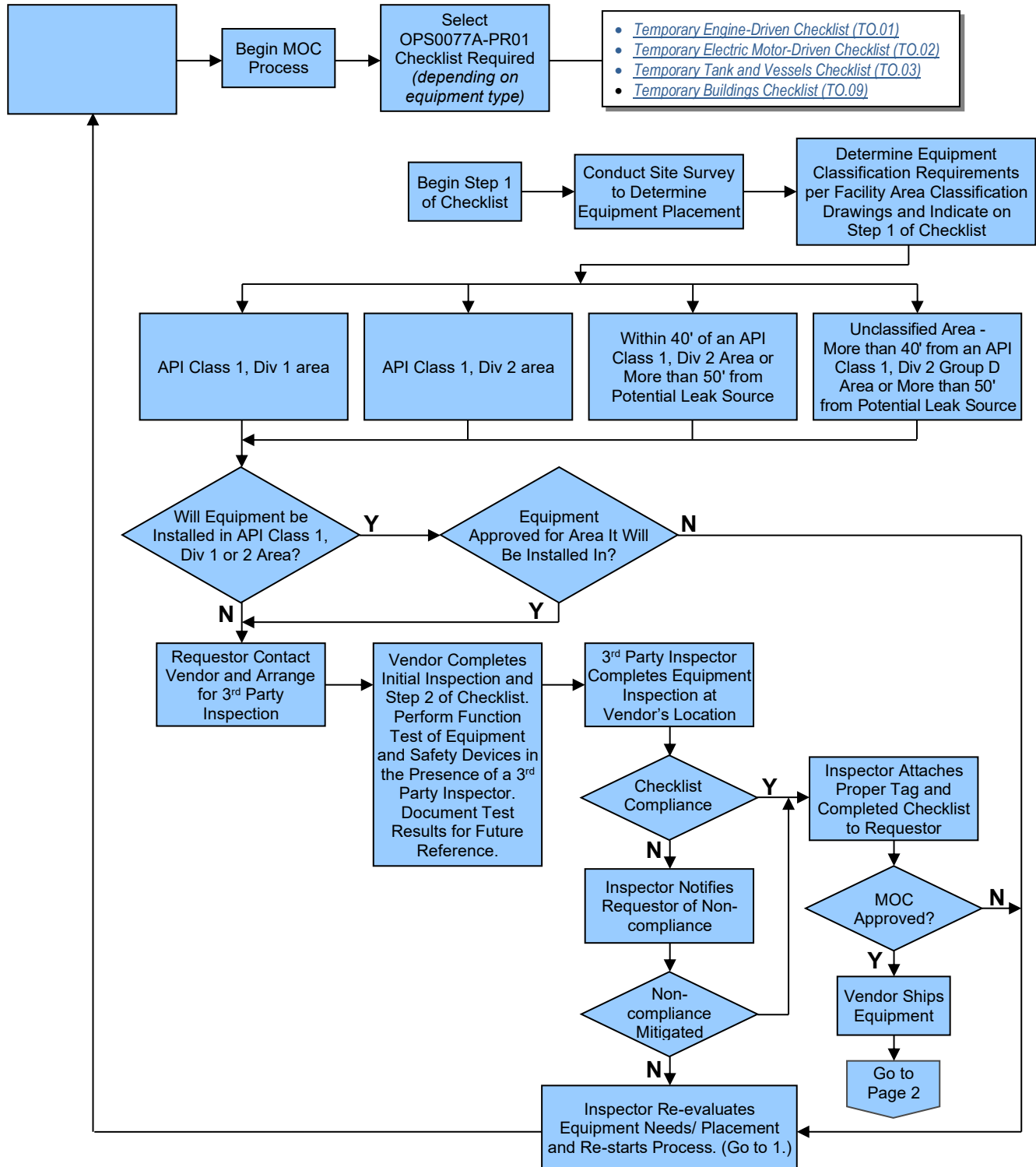
The following aspects of the temporary equipment process are addressed in this document:

- Job Planning
- Risk Management
- MOC (required for all temporary equipment)
- Hot Work Category 2 Permit
- Requesting/Inspection
- Placement
- Installation
- Operation

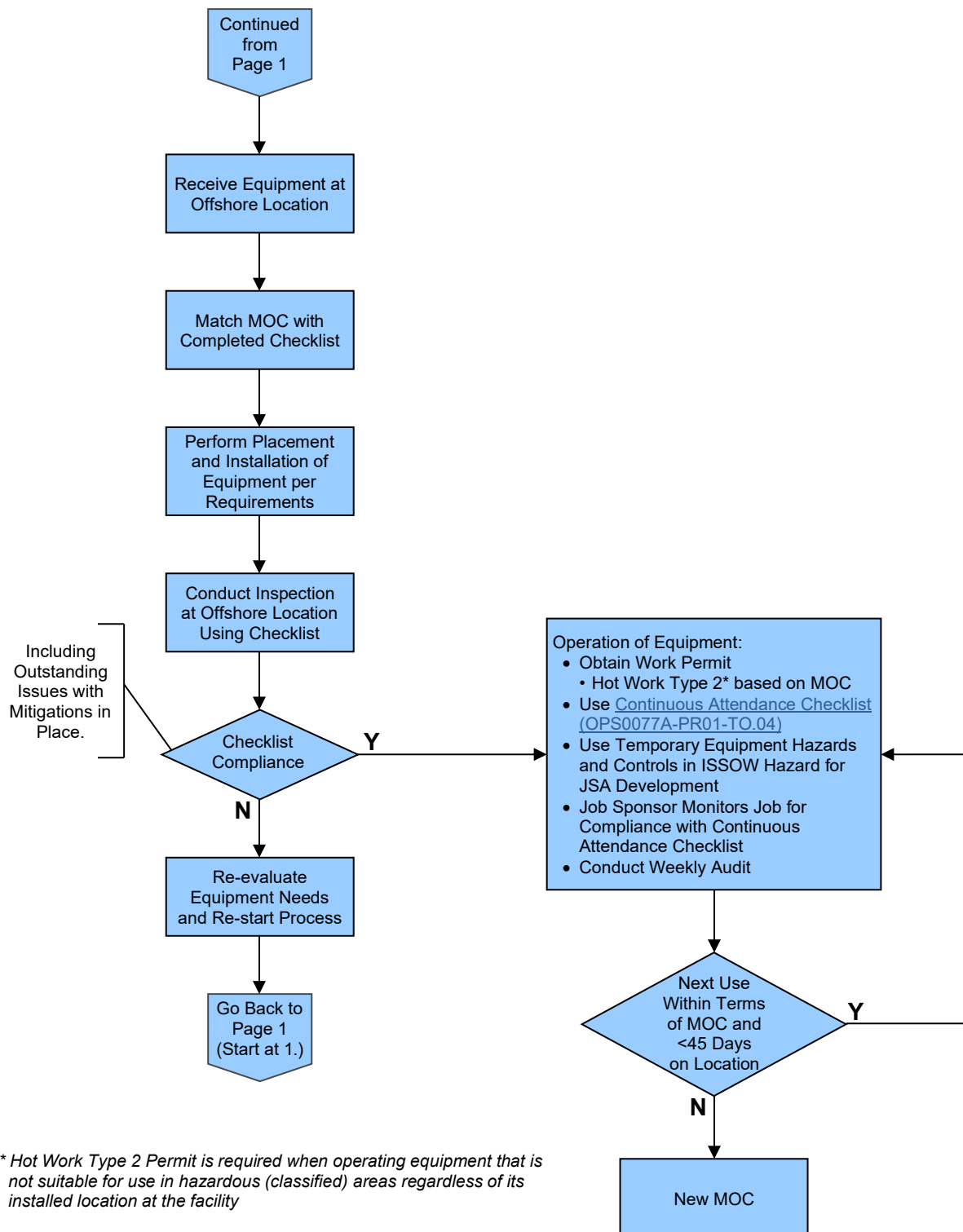
Flowcharts on the following pages illustrate the temporary equipment process flow as detailed in [Section 2 Temporary Equipment Process Steps](#).

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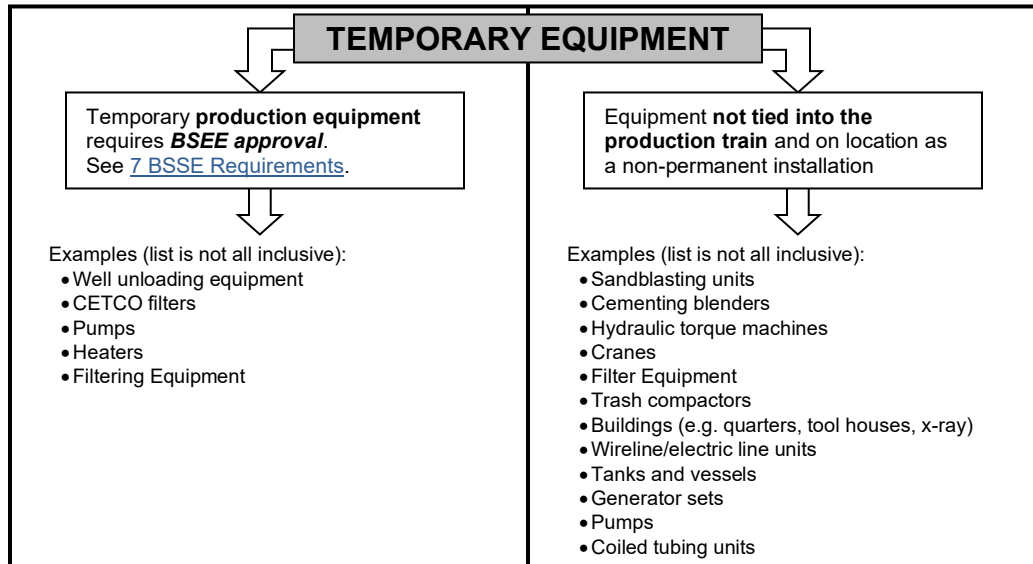


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1.6 TEMPORARY PRODUCTION EQUIPMENT VS. EQUIPMENT NOT TIED INTO PRODUCTION

The illustration below provides examples for the two types of temporary equipment.



1.7 AREAS OF TEMPORARY EQUIPMENT USE

Temporary equipment used in the following area classifications must meet specific requirements:

Area	Requirements
API Class 1, Division 1 or Division 2 areas on the facility's Electrical Area Classification drawings	Shall be approved for area use by a Nationally Recognized Testing Laboratory (NRTL).
Within 40' of API Class 1, Division 2 areas or within 50' of a potential leak source as defined in 6.6 Classification of Potential Leak Sources	Shall be approved for use in a hazardous (classified) area Class 1, Division 2 by a NRTL.*
Unclassified area that is more than 40' from API Class 1, Division 2 areas and more than 50' from a potential leak source as defined in 6.6 Classification of Potential Leak Sources	General purpose electrical equipment meeting all other requirements of this Procedure and OPS0177A Operation Requirements for Electrical Systems Offshore may be used.
* Exceptions: ■ When equipment approved for use in hazardous (classified) areas is not available, unapproved equipment shall meet the minimum requirements as defined in the equipment checklists. ■ In cases where impervious, vapor-tight barriers that will contain or deflect a flammable gas cloud and prevent it from reaching the electrical ignition sources on temporary equipment are present. These barriers include blast walls, solid decks, and roofs. See 6.3 Spacing Requirements for Temporary Equipment for additional details.	

2 TEMPORARY EQUIPMENT PROCESS STEPS

2.1 PROCESS STEPS

Steps for requesting, inspecting, installing, and using temporary equipment are detailed below.

NOTE: Not all situations/variables that may require consideration are included in the table.

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Role	Step	Description	
Requester	1	Identify the need for temporary equipment.	
	2	Select appropriate checklist(s): NOTE: Some temporary equipment may require the use of multiple checklists (e.g. a skid with tanks and a pump driven by an engine or electric motor).	
		Doc Number	Title
		OPS0077A-PR01-TO01	Engine-Driven Temporary Equipment Checklist
		OPS0077A-PR01-TO02	Electric Motor-Driven and Electrical Temporary Equipment Checklist
		OPS0077A-PR01-TO03	Temporary Tank and Vessels Checklist
		OPS0077A-PR01-TO09	Temporary Buildings Checklist
	3	Conduct site survey to determine equipment placement.	
	4	Determine equipment classification requirements in accordance with facility area classification drawings and indicate on Step 1 of the checklist.	
5	Complete Requestor information in Step 1 of the checklist.		
6	Initiate MOC per HSE0004A; including a review of deck loading by civil engineering to ensure that the deck loading is not exceeded. NOTE: Attach all supporting documentation to the MOC.		
7	Contact Vendor and 3 rd Party Inspector to arrange inspection. A 48-hour notice prior to inspection is required.		
Vendor	8	Complete initial inspection and Step 2 of checklist. Perform a function test of equipment and safety devices in the presence of the 3 rd party inspector. Document results of test for future reference.	
3 rd Party Inspector	9	Complete initial equipment inspection (at Vendor’s location including verification and documentation of the function-test) and:	
		If Checklist is...	Then...
		Compliant	Attach inspection tag according to 3.5 Inspection Tags to equipment. Maintain files of completed checklists according to 8 Documentation Requirements
		Noncompliant	Notify Requestor of non-compliance.
Requestor	10	If needed, mitigate non-compliance.	
		If...	Then...
		Mitigated	List all mitigations in the comments section of the checklist and go to Step 11.
		Not Mitigated	Re-evaluate equipment needs and restart Step 1 of process.
Vendor	11	Ship equipment, including checklist(s) and function test documentation.	
Equipment Requestor/ Offshore Inspector	12	Receive equipment offshore.	
	13	Match MOC with original checklist from Vendor.	
	14	Perform placement and installation of equipment per MOC requirements.	
	15	Ensure that competent personnel designated by the Person in Charge (PIC, Shell DW-GOA Operations or Drilling) inspect the equipment and: complete completes the offshore column of checklist, verify that the appropriate approval inspection tag is attached, and file the completed checklist for 12 months.	
	16	Function test and verify safety devices and ensure that all MOC and checklist requirements have been met before startup.	

Role	Step	Description
	17	Commission equipment and begin operation of equipment only after: using Temporary Equipment Hazards and Controls in ISSOW Hazard Database for Job Safety Assessment (JSA) development, obtaining Work Permit (Hot Work Category 2) if equipment is not suitable for use in hazardous (classified) areas, using ISSOW Temporary Equipment Continuous Attendance Checklist, if continuous attendance is required, and Job Sponsor monitors job for compliance with OPS0077A-PR01-TO04 Continuous Attendance Checklist .
	18	Complete a new temporary equipment checklist after equipment is in operation: for 45 days and every 45 days thereafter, whenever the equipment is relocated to an area with a higher area classification rating, or after repairs are made to the equipment to ensure the equipment still meets requirements of this Procedure. Function test safety devices at regulatory compliance intervals and document results per Bureau of Safety and Environmental Enforcement (BSEE) requirements.
	19	After temporary equipment is in place and in use for 60 days, ensure facility drawings are updated.
	20	Maintain the temporary equipment log in the Control Room/Permit Control Center.
Regulatory Affairs	21	Report temporary equipment use to BSEE as required by Section 7 BSEE Requirements for Temporary Equipment .

Requirements when transferring equipment between offshore locations (field to field transfer):

Role	Step	Description
Equipment Requestor/ Sponsor Offshore	1	Shipping location's offshore inspector will re-inspect equipment for compliance with requirements before shipping to destination.
	2	Receiving location will mark previous inspection as null and void after Inspector's name and previous asset are documented. Replace inspection tag after inspection is complete.
	3	Complete requirements in Steps 12-21 above.

3 TEMPORARY EQUIPMENT INSPECTION

3.1 INSPECTION

The temporary equipment inspection process incorporates:

- Vendor Inspection,
- 3rd Party Inspection by an approved inspector, and
- Offshore Inspection.

3.2 VENDOR INSPECTION

Vendor shall inspect his/her equipment before offering it to the Shell 3rd party inspector. The Equipment Requestor shall notify Vendor of inspection requirements before 3rd Party Inspector arrives.

3.3 APPROVED 3RD PARTY INSPECTION

Upon arrival at the Vendor location, 3rd Party Inspector shall:

- complete Step 3 of checklist,
- provide further guidance on requirements of the checklists, and

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- affix appropriate inspection tag to each piece of temporary equipment (see [3.5 Inspection Tags](#) and [OPS0077A-PR01-TO05 Inspection Tags](#)) indicating that the checklists have been completed and the equipment is suitable for use in the specified area (if determined by inspection).

3rd Party Inspection is valid for 14 days. If the equipment is not shipped within 14 days, or if repairs/modifications are made after inspection, a new 3rd Party Inspection shall be required.

If equipment inspection cannot be completed by the 3rd Party Inspector or if the inspector is unavailable, this shall be noted on the checklist and the Equipment Requestor shall be notified that the inspection shall be completed at the offshore location by the Offshore Inspector.

NOTE: If the equipment does not meet requirements for use offshore, the 3rd Party Inspector shall notify the location IMMEDIATELY.

3.4 OFFSHORE INSPECTION

Equipment shall be inspected during the installation phase at the facility. Inspection results shall be documented on the checklist shipped with the equipment. Various craft personnel (e.g. electricians and mechanics) may be needed to validate that equipment components meet checklist requirements.

With successful completion of the checklist, approval signatures shall be obtained by the Offshore Inspector.

3.5 INSPECTION TAGS

Equipment inspection tag descriptions and uses are defined in the table below. See [OPS0077A-PR01-TO05 Inspection Tags](#) for the tags to be printed.

Tag Color/Type Checkbox	Use
Yellow	Equipment is only suitable for use in the following areas: ▪ more than 40' from an API hazardous (classified) area as indicated on the facility's area classification drawings and ▪ more than 50' from a potential leak source of flammable fluid as defined in 6.6 Classification of Potential Leak Sources.
Blue	Equipment is suitable for use in any area except areas classified as an API Class 1, Division 1 or 2, Group D.
Green* Class 1, Div. 2, Group D checkbox	Equipment is suitable for use in any area except API Class 1, Division1, Group D.
Green* Class 1, Div. 1, Group D checkbox	Equipment is suitable for use in any location on the facility.
Orange	Equipment requires continuous attendance while in operation and during the startup and cool down periods. NOTE: Continuous attendance is required on all temporary equipment not suitable for use in a hazardous (classified) area or when required by government regulations.
Red	Equipment is rejected for use offshore.
* Installation of equipment with green tags requires approval from the SAEP or AEP3 for the facility.	

4 RISK MANAGEMENT

4.1 INTRODUCTION

Risk associated with the installation and operation of temporary equipment increases the potential for harm to personnel and assets. To reduce incidents involving the use of temporary equipment to a level that is as low as reasonably practicable (ALARP), the following shall be used:

- Risk Assessment and Cumulative Risk Management – A component of this document designed to minimize risk of initial temporary equipment placement, operation, and cumulative risk associated with concurrent operations.
- Fire, Explosion, and Evacuation Strategy and Guidance (FEES) – A strategy that facilitates control and mitigation of fires and explosion on offshore production installations and is based on mitigating the impact of hazardous events, in the following priority:
 1. Personnel safety
 2. Protecting the environment
 3. Minimizing interruption of production (business loss)

4.2 RISK ASSESSMENT AND CUMULATIVE RISK

Minimizing Risk of Initial Placement: The temporary MOC shall demonstrate/ document the following:

- Description of equipment, classification, and placement.
- Equipment selection is ALARP (i.e. all reasonable efforts have been made to obtain suitably rated equipment for the area classification requirements for the location the equipment is to be placed).
- Equipment placement is ALARP (i.e. all reasonable efforts have been made to place the equipment in as low risk an area as possible regarding ignition possibilities of flammable releases)
- Equipment placement reviewed by civil engineering to ensure that deck loading is not exceeded.
- Equipment placement must meet requirements of [1.7 Areas of Temporary Equipment Use](#), and all mitigations required by the appropriate temporary equipment checklist have been employed.
- If unclassified electrical equipment or components have been placed within 40' of API Class 1, Division 2 areas or within 50' of a potential leak source as defined in [6.6 Classification of Potential Leak Sources](#) the Electrical Technical Authority (TA) must review the MOC.
- Description of all temporary hoses and piping and associated valves including rated working pressure and anticipated working pressure. Also identify:
 - how overpressure protection will be achieved and
 - the plan for leak testing before use.

Minimizing Risk of Daily Operation, Considering the Cumulative Risk from Other Permitted Temporary Equipment and Simultaneous Operations (SIMOPs): Use the work permit to demonstrate/document:

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- Description of temporary equipment usage covered by the work permit or work control certificate (WCC).
- Name of temporary equipment checklist(s) being used to document operating risk mitigation.
- Description of other SIMOPs approved for that day (per the asset's manual of permitted operations [MOPO] or SIMOPs matrix) that could potentially result in a facility gas release.
- An update of the risk (e.g. Risk Assessment Matrix [RAM] rating = Serious, High, Medium, or Low) of operating the equipment for that day considering potential gas release risk associated with other SIMOPs.

NOTE: Use of the equipment is not allowed if post-mitigation risk rating is still high.

The following shall be considered when updating the RAM rating:

- Congestion/ventilation (e.g. solid wall segregation, grated flooring)
- Equipment density
- People density (especially during maintenance periods)
- Number of temporary equipment in the same area (3 to 5 maximum)

NOTE: Ignition probabilities increase exponentially with quantity of temporary equipment.

- Temporary equipment type and size/wattage
- Activities (e.g. SIMOPs, shut-ins)
- Limitations of dedicated fire watchers (e.g. line of sight, multiple roles)
- Proximity of API Class 1, Division 1 areas
- Possible obstruction of fire escape routes, temporary refuge, or designated assembly area
- Restricted access to safety critical equipment (e.g. fire water pumps/ extinguishers/monitors, shutdown stations, fire detection systems)
- Introduction of new hazards/inventories where none previously existed (e.g. temporary equipment associated fuel day tanks)
- Temporary equipment fire and gas tie-ins to platform emergency shutdown (ESD) system
- Local/manual ESD provisions
- History of gas releases in the area
- FEES implementation status (e.g. blowdown improvements)
- Additional (situation specific) barriers/mitigations added to reduce risk of operating the temporary equipment to ALARP.
- Conditions that require the temporary equipment to be shut down to eliminate it as a source of potential ignition.
- Emergency response protocol to shut down and secure the equipment in the case of a gas release on the facility.

4.3 FEES AND TEMPORARY EQUIPMENT

Adding temporary equipment shall not increase the overall risk to personnel from fire or explosion, nor shall it impair the ability to safely evacuate the facility before escalation if a major incident occurs.

The specific requirements of the following DEPs shall apply to the addition of temporary equipment or buildings to an existing facility:

- DEP 80.80.01.11-Gen. – Control and mitigation of fires and explosions on offshore production installations (amendments/supplements to ISO 13702:1999)

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- DEP 80.47.10.12-Gen. – Fire Protection Systems for Offshore Facilities
- DEP 37.17.10.11-Gen. – Design of Offshore Temporary Refuges

4.4 FEES REQUIREMENTS

The placement of the equipment shall not cause:

- a significant increase in congestion that could increase explosion over pressures,
- a significant decrease in ventilation that could increase the gas cloud size due to adverse impact on congestion,
- an increase in potential for fire escalation beyond the facility's control ability,
- obstruction of emergency egress routes between process areas and the quarters, temporary refuge, and designated assembly area,
- restricted access to the primary, secondary, or tertiary means of escape, or
- restricted access to critical safety equipment or controls (e.g. fire pumps, shutdown stations, and firefighting equipment).

4.5 PRE-SITE ASSESSMENT AND FEES

The impact that temporary equipment and buildings have on the fire and explosion risks for the facility shall be assessed using the FEES requirements and documented on the temporary equipment checklists (see [OPS0077A-PR01-TO01](#), [OPS0077A-PR01-TO02](#), [OPS0077A-PR01-TO03](#), and [OPS0077A-PR01-TO09](#)) before shipment/placement of the equipment offshore.

4.6 SIMPLIFIED CONNECTION FOR FEES

Redesigned fire and gas panels resulting from implementation of each location's FEES shall have provisions for simplified interconnection of temporary equipment.

4.7 EMERGENCY RESPONSE PLAN

Each location's Emergency Response Plan shall be reviewed and adjusted by onsite leadership to address hazards posed by the use of temporary equipment.

4.8 MINIMIZING RISK TO PERSONNEL

Effective mitigation measures shall be provided such that the risk to personnel from fire or explosion is not increased, nor the ability to safely evacuate decreased from what was determined in the facility's original FEES assessment. Refer to [4.4 FEES Requirements](#).

4.9 MITIGATION MEASURES

HSE0004A MOC shall be used when additional temporary measures or administrative controls are implemented. Such temporary measures include:

- temporarily reducing the number of persons placed at risk,
- temporarily suspending certain operations, and/or
- modifying operating and emergency procedures.

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Where additional mitigation measures cannot be incorporated, contact the HSE Technical Safety Group for assistance.

4.10 LIFTING AND HOISTING

All equipment scheduled to undergo a dynamic lift offshore shall have a completed OPS0055-PR02-TO.12 Lifted Equipment Certification Form before shipping from the terminal.

4.11 USCG APPROVAL

All occupied portable buildings shipped offshore shall be approved by the United States Coast Guard (USCG). Refer to HSE0149 Occupied Portable Buildings.

4.12 LOCATION OF OCCUPIED BUILDINGS

Both temporarily and permanently occupied buildings shall be located as far as practicable from the facility's fire and explosion hazards. When the building must be located within hydrocarbon processing areas, additional building design measures shall include building structural designs capable of withstanding the anticipated explosion overpressure at the location without catastrophic collapse or becoming dislodged from the structure.

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5 SAFETY SHUTDOWN REQUIREMENTS

5.1 SAFETY SHUTDOWN REQUIREMENTS

All temporary equipment installed, except as noted in [5.2 Shutdown Requirement Exception](#), shall be:

- tied into the Safety Shutdown System (SSDS) and be shut down when the facility shuts down and
- designed to prevent accidental shutdown of the facilities or platform.

5.2 SHUTDOWN REQUIREMENT EXCEPTION

SSDS tie-in is not required for drilling or well servicing equipment if shutdown would result in a more dangerous situation at the facility (e.g. loss of well control) or if the equipment is in utility service and not engine driven (e.g., electric pressure washer, temporary distribution rack) and is certified for the hazardous location in which it is used (Class 1, Division 2 minimum). Utility services are services that are neither hydrocarbon, nor production, nor well related. A variance is not required in this case.

A variance to this Procedure is required when installing other types of temporary equipment if it is not reasonably practicable to complete the SSDS tie-in because of the type of temporary equipment and its short duration (1 to 2 days) at the facility. See HSE0004A MOC.

When temporary equipment is not tied into the SSDS it must be continuously attended per requirements in [6.4 Continuously Attended Equipment Requirements](#). Utility service equipment (as noted above) that meets the hazardous location requirements (Class 1, Division 2 minimum) is not required to be manned for SSDS tie in.

5.3 FIRE AND GAS DETECTION SYSTEM DESIGN

Temporary equipment shall be fitted with fire and gas detection equipment designed to shut down the equipment when activated, as required in Table 1 below or [UAD-106-112-01 Fire, Gas, and Smoke Detection Systems, Amendments/Supplements to DEP 32.30.20.11-Gen](#). These requirements are included on the checklists and detailed below.

5.4 MANUAL AND REMOTE SHUTDOWNS

Temporary equipment shall be fitted with a local manual shutdown switch. This switch shall be easily accessible and provided at the periphery of the skid.

A remote-operated manual switch is recommended. When provided, it should be located strategically along evacuation route to facilitate shutdown of temporary equipment during SSDS events.

5.5 FIRE AND GAS DETECTION REQUIREMENTS

Temporary equipment shall be fitted with fire and gas detection designed to shut down the equipment upon activation as specified below:

Table 1 – Fire and Gas Detection Requirements	
Temporary Equipment, excluding buildings	

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Equipment Type	Within 40' of an API Class 1, Division 2 area OR within 50' of a potential leak source*		Beyond 40' of an API Class 1, Division 2 area AND beyond 50' of a potential leak source*	
	Continuously Attended	Unattended	Continuously Attended	Unattended
	Gas Detection Required?			
Enclosed	N	Y**	N	N
Open	N***	N***	N	N
	Fire Detection Required?			
Handling Hydrocarbons	N	Y	N	Y
Not Handling Hydrocarbons	N	Y**	N	Y**
Temporary Buildings				
	Occupied	Unoccupied	Occupied	Unoccupied
	Gas Detection Required?			
	Y	Y, unless building does not contain ignition source	Y	N
	Fire Detection Required?			
	Y	Y, unless building has only lighting	Y	N
	* As defined in 6.6 Classification of Potential Leak Sources ** Only for engine driven-equipment *** Provided equipment is suitable for hazardous (classified) areas			

5.6 API REQUIREMENT: FUSIBLE PLUGS

All production facilities offshore shall be protected with safety systems per the provisions of API Recommended Practice (RP) 14C.

NOTES:

- If temporary equipment is not properly monitored for excessive heat or fire, an Incident of Non-Compliance (INC) can be issued.
- API RP 14C, Table C1 provides requirements for fusible plug installations and outlines requirements for each type of equipment. Table C-1 is available in [OPS0077A-PR01-GL.01](#).

5.7 POLYFLOW LOOP REQUIREMENT

Engine-driven temporary equipment not continuously attended while in service shall be equipped with a Polyflow loop or equivalent system that shuts down the equipment in case of a fire. Activation of this Polyflow loop or equivalent shutdown system shall only shut down the affected temporary equipment and not the entire the platform or facility.

5.8 DIESEL ENGINE AIR INTAKE OVERSPEED SHUTDOWNS

Continuously attended temporary diesel engines shall be equipped with a remote-operated manual or automatic air intake (overspeed) shutdown device.

Temporary diesel engines not continuously attended shall be equipped with an automatic air intake (overspeed) shutdown device.

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5.9 DIESEL ENGINE DRIVER AUTOMATIC SHUTDOWN EXCEPTION

A diesel engine on a temporary crane, forklift truck, or unit involved in critical well servicing activities shall have no automatic shutdown due to a change of platform status. Such units shall be continuously attended throughout all operations and equipped for manual shutdown by the unit operator. Typical critical well servicing activities include, but are not limited to:

- wireline winches,
- coiled tubing units,
- nitrogen converters, and
- pumping units performing operations such as:
 - acid jobs,
 - sand fracs,
 - sand clean-outs, and
 - circulating through coiled tubing.

6 HAZARDOUS (CLASSIFIED) AREAS AND SPACING REQUIREMENTS

6.1 MINIMUM REQUIREMENTS

All temporary equipment using electrical components shall meet the operating requirements of OPS0177A.

6.2 AREA CLASSIFICATION

All temporary equipment installed outdoors on an offshore location shall be assessed for suitability for installation in hazardous (classified) areas and shall be designated “unclassified” or one of the following:

- API Class 1, Division 1, Group D; Temperature Rating T2 (300°C, 572°F maximum) or
- API Class 1, Division 2, Group D; Temperature Rating T2 (300°C, 572°F maximum).

In areas where heavy vapors may be present, temperature ratings shall be lowered according to National Fire Protection Association (NFPA) 70 National Electric Code Handbook 2014.

Refer to OPS0177A for examples of areas on production platforms where the temporary electrical equipment shall be approved for API Class 1, Division 1 or Class 1, Division 2.

6.3 SPACING REQUIREMENTS FOR TEMPORARY EQUIPMENT

Temporary equipment not rated for API Class 1, Division 2, Group D, shall not be located inside an API Class 1, Division 1 or 2 area.

It shall be located:

- 40' beyond an API Class 1, Division 2 area and 50' beyond all potential leak sources as defined in [6.6 Classification of Potential Leak Sources](#), or
- inside an air-conditioned (sealed and vapor-tight) building, without a gas source, where at least one of the following conditions shall exist:
 - the doorways and vent openings are at least 10' from potential leak sources,
 - the building is positively pressurized according to NFPA 496, or

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- the building interior is protected by combustible gas detection as detailed in API RP 500 Section 6.5.

NOTE: An exception to the 40' and 50' spacing requirement applies when impervious, vapor-tight barriers that will contain or deflect a flammable gas cloud and prevent it from reaching the electrical ignition sources on temporary equipment are present. These barriers include blast walls, solid decks, and roofs.

6.4 CONTINUOUSLY ATTENDED EQUIPMENT REQUIREMENTS

Attendant Requirements:

"Continuously Attended" shall mean under continuous observation by a person(s) who is:

- located in the immediate area (10' to 15') of the equipment, during all times of operation,

NOTE: Well servicing and drilling operations that are exempt from the SSDS tie in and fire detection requirements are required to have an operator making rounds to cover the associated equipment within 15-minute intervals. This does not relieve the requirements of a Hot Work Type 2 permit where the attendant is posted at the equipment that is not Class 1, Division 2 compliant.

- attending the equipment while it is in operation and during the cool-down period for at least 10 minutes (some equipment may require a longer cool-down period),
- capable of and responsible for detecting gas releases both with and without mechanical gas detection equipment as follows:
 - For manual detection, use sight, sound, and smell detection methods.
 - For mechanical gas detection, portable gas detectors (with audible and visual warnings adequate for the environment and rated for the gas type to be detected) shall be used in the immediate vicinity of the equipment to continuously monitor gas levels. These detectors shall be calibrated and bump tested before each use, see HSE0085 Confined Space Entry and Work.
- able to immediately recognize equipment conditions that, if left undetected, could result in the equipment becoming an ignition source or catch fire,
- trained in the use of firefighting equipment,
- in possession of a written procedure for shutdown of the equipment approved by the PIC and discussed in the pre-job safety meeting
- capable of and responsible for immediately executing shutdown of the temporary equipment when/if:
 - a portable gas detector monitoring the area detects a Lower Explosive Limit (LEL) reading in excess of 5,
 - a facility ESD occurs,
 - there is a 20% LEL alarm from an exterior gas detector or gas detector inside of any building within 40' of the equipment location, or
 - the equipment experiences excessive heat or fire, and
 - knowledgeable about responding to location SSDS events and expectations in HSE0029A-PR05-TO.07 Expectations for Responding to a Produced Hydrocarbon Release or Leak.

Additional Requirements:

- A Hot Work Category 2 Permit (HSE0084 Control of Work) shall be issued and approved by the PIC when equipment operated on the facility is not suitable for operation in hazardous (classified) areas.

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6.5 CONTINUOUSLY ATTENDED MULTIPLE PIECES OF EQUIPMENT

In cases involving installation of multiple pieces of equipment in close proximity, one person is allowed to continuously monitor all equipment if:

- the attendant meets all requirements of [6.4 Continuously Attended Equipment Requirements](#) for each piece of temporary equipment,
- remote-controlled shutdowns for each piece of equipment can be located together along an escape route, allowing quick shutdown during a platform SSDS event, and
- manual shutdown requirements for multiple pieces of temporary equipment attended by one person are included in local operating procedures, work permit, and JSA.

6.6 CLASSIFICATION OF POTENTIAL LEAK SOURCES

Areas surrounding potential leak sources (e.g. valves, flanges, threads, taps, gauges, and small bore appurtenances) in piping and tubing systems containing flammable fluids (e.g. gases, vapors, liquids) and located in non-enclosed, adequately ventilated areas shall be considered at a minimum as API Class 1, Division 2 areas.

6.7 DRILLING, COMPLETION, AND WELL SERVICING OPERATIONS

For the special case of drilling, completion, and well servicing operations, a minimum 50' separation shall be maintained between temporary equipment not suitable for hazardous (classified) areas and from the following equipment only:

- rotary tables,
- blowout preventer (BOP) areas,
- gas busters (degassers),
- choke manifolds, or
- diverter systems.

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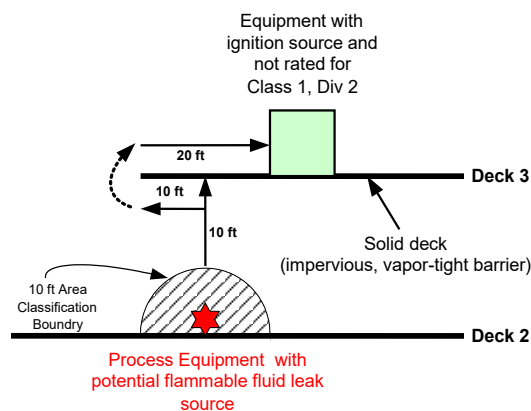
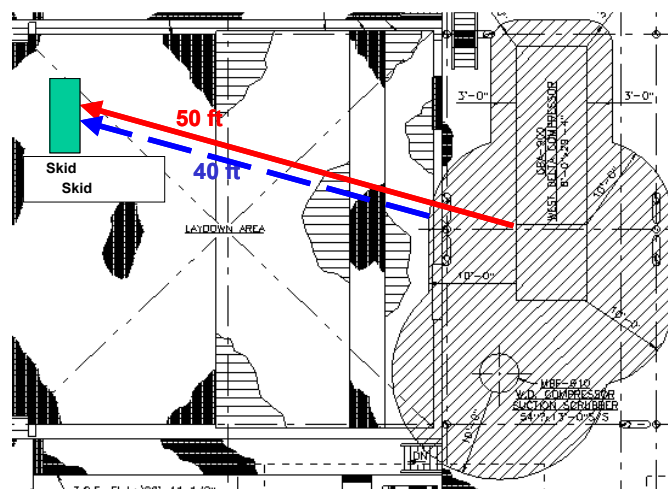
The maximum gas release pressure in these systems can reach 3500 psig.

Exception: When equipment approved for use in hazardous (classified) areas is not available and unapproved equipment is used within 40' from an API Class 1, Division 2 area and within 50' of a potential leak source as defined in [6.6 Classification of Potential Leak Sources](#) it shall meet the minimum requirements as defined in the equipment checklists.

All equipment used inside hazardous (classified) areas must be approved for use in such areas.

6.8 EXAMPLE OF APPLICATION OF 40' SPACING

The below figures are examples of two applications of the 40' spacing from a Class 1 Division 2 hazardous (classified) area. The top figure shows a plan view of an application without any vapor-tight barriers and the bottom figure is an elevation view of an application with impervious, vapor-tight barriers such as blast walls, solid decks, and roofs.



NOTE: The 40' spacing requirement from the hazardous (classified) area is measured as the shortest linear distance to the barrier, around the barrier, and to the temporary equipment location.

6.9 DRILLING, COMPLETION, AND WELL SERVICING OPERATIONS EXCEPTION

The minimum separation distance between temporary equipment not suitable for hazardous (classified) areas and other equipment associated with drilling, completion, and well servicing operations (not including the equipment listed in [6.7 Drilling, Completion, and Well Servicing Operations](#)), including the mud module equipment, shall be per the electrical area classification distances as shown in API RP 500.

The maximum gas release pressure from these systems is limited to ~ 150 psig.

7 BSEE REQUIREMENTS FOR TEMPORARY EQUIPMENT

7.1 BSEE APPROVAL REQUIREMENTS

BSEE approval is required as described in the table below for temporary equipment. Allow 5 to 7 working days in the planning cycle for BSEE approval.

Equipment Type	BSEE Submittal Requirements
Temporary Production Equipment	Drawings: - simplified process and safety drawing, - layout, and - electrical area classification updated to include equipment locations and associated hazard radius.
Temporary Production Equipment that is Automated or Integrated with the Platform Safety System	All of the above plus: An updated Safety Analysis Function Evaluation (SAFE) Chart showing the shutdown functionality for the temporary equipment.
Temporary Equipment Used for Acid Job Flowback Jobs	All of both cells directly above plus: - H₂S Contingency Plan - Contact Regulatory Affairs. Due to the possibility of encountering H₂S during flowback, additional BSEE approval may be required.

7.2 ROLES AND RESPONSIBILITIES

- The Equipment Requestor shall notify Regulatory Affairs for all temporary production equipment.
- Regulatory Affairs shall request BSEE approval for use offshore.

7.3 ADDITIONAL REQUIREMENTS

The following BSEE requirements shall be followed for the use of temporary production equipment.

Additional Requirements for Temporary Production Equipment	
Isolation and Continuous Monitoring	- The temporary equipment must be isolated from platform processes when not in use. - The temporary equipment must be monitored at all times while in use unless an acceptable SSDS is installed and approved.

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Temporary Connections	■ Hoses, chucks, etc. shall be: ■ rated for the working pressures envisioned for the job and ■ routed or guarded to limit trip hazards, blind spots, and accidental damage from impact (e.g. dropped items in lift areas). ■ The number of hose connections shall be minimized. ■ All hose connection points shall be located over platform (sump) skid pans. Although it should be avoided if possible, hose connections over open grating shall be placed over local skidpans to prevent leakage overboard. ■ Periodically inspect hose connections.
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8 DOCUMENTATION REQUIREMENTS

8.1 REQUIRED DOCUMENTATION

The following are required for operation of all temporary equipment:

- Hot Work Category 2 Permit, not required if equipment is suitable for hazardous (classified) areas, (HSE0084 Control of Work).
- MOC
- Temporary Equipment Checklist(s)
- Entry on the facility Temporary Equipment Log

8.2 RECORD RETENTION

Temporary equipment documentation shall be maintained using the current filing system for the project (e.g. unified filing system, well file system) as follows:

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- Temporary Equipment Log – Maintained on location either electronically stored (e.g. Projects Drive, SharePoint) or hard copy in the Unified Filing System, as long as it is accessible to the location at any time. Maintain for current year plus 2 additional years.
- Temporary Equipment hardcopies of work package (e.g. checklists, MOC, JSA, work permit/WCC) – File for current year plus 2 additional years.

9 TOOLS

- 9.1 OPS0077A-PR01-TO01 ENGINE DRIVEN TEMPORARY EQUIPMENT CHECKLIST
[OPS0077A-PR01-TO01.pdf](#)
- 9.2 OPS0077A-PR01-TO02 ELECTRIC MOTOR DRIVEN AND ELECTRICAL TEMPORARY EQUIPMENT CHECKLIST
[OPS0077A-PR01-TO02.pdf](#)
- 9.3 OPS0077A-PR01-TO03 TEMPORARY TANK AND VESSEL CHECKLIST
[OPS0077A-PR01-TO03.pdf](#)
- 9.4 OPS0077A-PR01-TO04 CONTINUOUS ATTENDANCE CHECKLIST
[OPS0077A-PR01-TO04.pdf](#)
- 9.5 OPS0077A-PR01-TO05 INSPECTION TAGS FOR TEMPORARY EQUIPMENT
[OPS0077A-PR01-TO05.pdf](#)
- 9.6 OPS0077A-PR01-TO06 TEMPORARY EQUIPMENT LOG
[OPS0077A-PR01-TO06.pdf](#)
- 9.7 OPS0077A-PR01-TO09 TEMPORARY BUILDING CHECKLIST
[OPS0077A-PR01-TO09.pdf](#)

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10 OPS0077A-PR01-GL.01 CLARIFICATION OF REQUIREMENTS

10.1 GENERAL

10.1.1 OCCUPIED BUILDING

A building is defined as an occupied building if:

- an individual spends an average of 3 or more hours per day over any 1 week period inside,
- 6 or more people are inside at any given time, or
- a group (2 to 5 individuals) spends an average of 100 hours or more per week inside.

10.1.2 PORTABLE ACCOMMODATION MODULE

Spaces meeting the definition of "Portable Accommodation Modules" per CG-ENG Policy letter 01-16 may not meet the above definition of "Occupied Building" but may have additional USCG-relevant design requirements not listed in this document.

10.1.3 EXCLUDED BUILDING

This document does not apply to these portable structures:

- Welding enclosures
- Asbestos or refractory remediation enclosures
- Cabins located on heavy machinery (e.g., Crane Cabs or Wireline Unit Control Cabs)
- Weather shelters or small tents
- Lightweight plastic portable toilets
- Some buildings, such as wireline buildings, measurement while drilling (MWD) buildings, mud logging buildings, directional driller control buildings, and X-ray buildings, used to perform or monitor operations-critical tasks may be required to be placed in locations where they will not meet the performance requirements of HSE0149A. In this case, the buildings shall:
 - Be reviewed for occupancy at the time of installation via the MOC process,
 - Have occupancy limited to authorized personnel required for the specific activity, and only while that activity is in progress

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- The building is not used for breaks, meetings, or activities not directly related to the operations-critical task.
- The Management of Change (MOC) documentation for building placement includes the [Temporary Buildings Checklist](#) above with Part A, lines a, b, and c completed as an attachment (Offshore only).

10.1.4 UNOCCUPIED (UNMANNED) BUILDING

An unoccupied (unmanned) building is a building that does not meet any of the definitions for an occupied/manned building.

Unoccupied buildings with stored combustible material or unattended electrical equipment (excluding lights) require smoke detection.

10.1.5 WEIGHT DECAL

Each individual temporary building skid shall have a weight decal indicating the actual weight of the skid (as loaded on the transport vehicle to the receiving terminal) attached to the skid in a prominent location. This decal shall be installed on the skid at the time of shipment to the receiving terminal and shall be in place at the time of receipt at the receiving terminal.

10.1.6 DUAL PERSONNEL EXITS

Occupied temporary buildings shall include dual personnel exits. See HSE0149-PR01 for location and blast capacity.

10.1.7 SIGNAGE

The following signage shall be required for occupied temporary buildings.

Building interior:

- Egress route or station bill posted in a conspicuous location
- Illuminated/glow-in-the-dark exit signs on each door
- General alarm signage
- Labels for emergency equipment lockers listing contents (e.g. the word "LIFEJACKETS" or the IMO Resolution A.760(18) symbol) and include a count
- USCG Letter of Certification (posted under protective coating) dated and signed by USCG Commander referencing building serial number and SS plate (found on the building exterior)

Building exterior:

- Attached SS plate that includes:
- building use (e.g., office, sleeper) with maximum occupancy for sleeper buildings, and
- serial number that corresponds to the USCG Letter of Certification posted inside the building.

10.1.8 ELECTRICAL AND WIRING CONNECTIONS

Electrical and wiring connections shall use:

- water-tight connectors or vapor tight common (grounded) penetration plates,

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- Class 1, Division 2 certified window and wall air conditioner units,
- lighting panels with all circuits labeled,
- cables and wiring adequately sized per NEC table 310.16 as a minimum unless approved by the Electrical Technical Authority,
- Arc Fault Circuit Interrupters (AFCIs) to protect all 120V, single-phase, 15 and 20 ampere branch circuits supplying outlets* installed in dining rooms, bedrooms, closets, hallways, recreation rooms, offices, or similar rooms except in branch circuits to fire and gas equipment or other emergency service equipment
- Ground Fault Circuit Interrupters (GFCIs) to protect all 120V, single phase, 15 and 20 ampere receptacles* installed outdoors, in bathrooms and kitchens and when the receptacle is within 6' of the outside edge of a sink unless it is used to power fire and gas equipment or other emergency service equipment, and
- Rigid Metal Conduit (RMC), Intermediate Metal Conduit (IMC), Electrical Metallic Tubing (EMT) or steel armored cable for branch circuits to fire and gas equipment or other emergency service equipment.

***NOTE: The NEC defines an outlet as a point on the wiring system at which current is taken to supply utilization equipment and a receptacle as a contact device installed at the outlet for the connection of an attachment plug. Thus an outlet could be a receptacle, terminal block, light fixture, or other device that supplies current to a piece of equipment.**

10.1.9 HAZARDOUS (CLASSIFIED) LOCATIONS

If the temporary building houses an electrical source of ignition (i.e. electrical equipment not suitable for hazardous [classified] locations), the building interior shall be air conditioned (sealed and vapor-tight) protected by combustible gas detection as detailed in API RP 500 Section 6.5 and Section 2.2 of these clarifications.

Warning: The building shall not contain a hydrocarbon source.

10.1.10 GENERAL ALARM

The location general alarm signal must be audible from within the building under normal service conditions.

10.2 ALARM AND DETECTION SYSTEMS FOR ALL OCCUPIED BUILDINGS

10.2.1 FIRE AND SMOKE DETECTION

Per [UAD-106-112-01 Fire, Gas, and Smoke Detection Systems, Amendments/ Supplements to DEP 32.30.20.11-Gen.](#), fire detection system requirements for temporary/portable occupied buildings are the same as for permanent quarters.

Temporary/portable occupied buildings shall be:

- equipped with smoke detectors,
- equipped with an audible alarm that sounds inside the building upon detection of heat or smoke,
- equipped with:

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- separate output contacts to interconnect with the host's fire and gas detection system to sound fire alarms, or
- an external NEMA 7 feeder circuit breaker that is tripped upon detection of fire or smoke, and
- provided with current documentation (which shall be shipped with the building) including:
- certified test records, and
- maintenance and operating instructions.

For buildings with heat sources (e.g. water heaters and portable heaters), heat (thermal activity) detection is required.

10.2.2 COMBUSTIBLE GAS DETECTION

Per [UAD-106-112-01 Fire, Gas, and Smoke Detection Systems, Amendments/Supplements to DEP 32.30.20.11-Gen.](#), gas detection system requirements for temporary/portable occupied buildings are the same as for permanent quarters.

Temporary living quarters shall be provided with combustible gas detectors located suitably at potential routes of combustible gas ingress into the living quarters, including external doors and inside the HVAC inlet duct. Combustible gas detectors placed in air ducts shall be suitable for turbulent air flow service and rated for air duct applications.

If living quarters have a central air conditioning system(s), at least 3 air duct gas detectors shall be installed in the fresh air intake duct(s). At least 2 gas detectors shall be installed at entrances directly or indirectly exposed to a process area(e.g. the process area is above or below the entrance).

If the living quarters do not have a central air conditioning system, at least 2 gas detectors shall be installed at each entrance.

These detectors shall be:

- fully functional,
- calibrated at 20% LEL and 40% LEL alarms,
- equipped with an audible alarm that sounds inside the building upon detection of 20% LEL,
- equipped with:
- a separate output that remotely shuts down power to the building (external to the building) upon detection of 40% LEL to the host facility control system, or
- an external NEMA 7 feeder circuit breaker that is tripped upon detection of 40% LEL,
- equipped with separate output contacts to interconnect with the host's fire and gas detection system to sound 20% and 40% LEL alarms, and
- provided with current documentation (which shall be shipped with the building) including:
- certified test records, and
- maintenance and operating instructions.

For unoccupied buildings, gas detection is not required unless the interior of the building contains a source of ignition and the building is located within 40' of a hazardous (classified) location. A source of ignition includes any electrical equipment that is not certified for use in a hazardous (classified) area.

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10.2.3 CARBON MONOXIDE DETECTION

Carbon monoxide (CO) monitors shall be provided at the HVAC inlets to detect ingress of CO from external sources or turbine and diesel exhausts. When HVACs are at 100% air recirculation, CO monitors shall be located inside the entrance areas in locations that will allow CO detection.

CO monitors shall be:

- fully functional,
- calibrated by standard gas provided by the detector manufacturer,
- capable of providing a warning of CO at a concentration of 25 ppm,
- equipped with an audible alarm that:
- sounds inside the building upon detection of CO above 200 ppm, and
- is placed in such a manner that will awaken all sleeping occupants,
- equipped with separate output contacts to interconnect with the host's central alarm system, and
- provided with current documentation (which shall be shipped with the building) including:
- certified test record, and
- maintenance and operating instructions.

10.2.4 DETECTION SYSTEMS TESTING

Prior to offshore mobilization of the building, the vendor shall verify that:

- the fire, combustible gas, and CO detectors have been functionally tested, and
- testing records are maintained in a pouch installed on the door of each temporary building (include the name of the technician and the testing date).

After the building has been connected offshore, Operations personnel shall perform a re-test of the fire and gas detection system, and the building shall be added to the platform BSEE fire and gas testing schedule.

10.2.5 LOCATION AND FIRE/ EXPLOSION/ TOXIC GAS DESIGN

Refer to HSE0149-PR01 for additional requirements relating to external fire, explosion, and toxic gas protection for Occupied Buildings.

10.3 SPECIFIC REQUIREMENTS FOR GALLEY/CHANGE ROOMS/LAUNDRY BUILDINGS

10.3.1 GENERAL ALARM REQUIREMENTS

All alarms from the building's alarm panel shall be:

- interconnected into the host facility's alarm system, and
- audible throughout the building.

10.3.2 FIRE, SMOKE, AND GAS DETECTION

- Galley and laundry areas shall be provided with heat (thermal activity) detection.
- Galley and shower areas do not require smoke detection due to nuisance tripping.

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- The building containing these areas shall be provided with combustible gas detection equivalent to that required for living quarters (see 2.2).
- Audible alarms shall sound inside the building upon detection of fire, heat, smoke, or gas, and shall de-energize and shut off fuel to the building.

10.3.3 FIRE PROTECTION FEATURES

- Galleys that contain deep-fat fryers, grills, and cook tops shall be provided with an automatic fire extinguishing system that covers the range hood and cooking surfaces.
- Galleys and laundry facilities, if part of a temporary living quarters, shall be separated from sleeping rooms by A-60 rated walls, ceilings, and floors.
- Each of these areas shall be provided with an appropriately sized, multipurpose, portable fire extinguisher.

10.4 LIVING QUARTERS/BERTHING

10.4.1 FIRE PROTECTION AND SAFETY

- An automatic fire suppression system shall not be required in a temporary living quarters when:
- fire detection and fire alarms have been provided in accordance with [2.1](#), and
- exits at all elevations lead directly outside the building.
- Interior finishes and furnishings shall be substantially less combustible (Flame Spread Index < 50, Smoke Contribution Index < 25).
- Multi-class (ABC), hand-portable fire extinguishers shall be provided in temporary living quarters and located near to the exit door with current documentation, including:
- a certified test record, and
- maintenance and operating instructions.
- All personal safety equipment required in the permanent quarters(e.g life jackets, smoke escape hoods) shall be provided in temporary living quarters.

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11 GUIDELINE OPS0077A-PR01-GL.02: FUSIBLE LOOP PLUG INSTALLATION

Installation Guidelines

- Fusible elements may be installed in the pneumatic lines of the safety system if the signal generated initiates the proper shut-in functions. Fusible elements should not be installed in a combustible gas supply line that continues to bleed after shutdown. Follow installation guidelines per API Recommended Practice 14C, Table C-1 (see below).
- Enclosed classified areas should be equipped with fire detection devices that automatically shut in the hydrocarbon sources, causing the enclosed areas to be classified. A fusible plug system using combustible or non-combustible gas is acceptable.
- For enclosed unclassified areas, fusible plug systems using a combustible gas should not be used for fire detection in buildings where personnel sleep (even if the building is classified because of its proximity to a hydrocarbon source).

NOTE: Refer to API Recommended Practice 14C for more information.

Component	Fusible Plug Arrangement	Min. # of Plugs
Wellheads	One for each wellhead.*	—
Headers	One for each 10' of header length.	2
Pressure vessels:		
Vertical vessel	One for each 12" of OD to a maximum of five.	1
Horizontal vessel	a. Less than 48" OD – one for each 5' of length.	2
	b. Greater than 48" OD – two for each 5' of length in two parallel rows.	4
Atmospheric vessels	One for each vessel process inlet, outlet, and hatch.	—
Fired vessels and exhaust heated components	Same as pressure vessels. Additionally, one outside the flame arrestor on fired components.	—
Heat exchangers (shell-tube)	One for each end of heat exchanger.	2
Pumps:		
Reciprocating	One over rod packing.	—
Centrifugal	One over each packing box.	—
Compressors:		
Reciprocating	One for each cylinder or equivalent coverage.	—
Centrifugal	One over compressor case.	—
Engines:		
Spark ignition	One over each carburetor or fuel injection valve or equivalent coverage.	—
Diesel	One for pump supplying injectors or equivalent coverage.	—
Combustion turbines	One for each fuel solenoid, governor valve, and PTO pump.	—
* Not applicable to underwater wellheads or headers.		
NOTE: When fusible tubing or other devices (e.g. ultraviolet flame detectors) are used instead of fusible plugs, they should provide the same coverage as outlined above (at minimum).		

CONSOLIDATING MOCS BY WELL/CONSTRUCTION CAMPAIGN

Introduction

A single MOC can be used for the Well/Construction Campaign. The MOC is expected to cover the comprehensive list of equipment with location of use found in the Well Prognosis/Safe Work Plan.

Data to Be Gathered by MOC Initiator

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INTERNAL

- Equipment description – include potential ignition sources
- Equipment purpose
- Equipment footprint
- Equipment location in the facility

If power supply used is...	HSE Tech is assisted by...
Rig power	Drilling and Completions Electrician
Location-provided power	Operations SAEP

MOC Duration

MOCs are in effect for a well or well services/construction campaign as follows:

- The original MOC is initiated/requested with a Finish date matching the expected completion date of the well/construction campaign.
- Stand-alone MOCs apply for the duration of the original referenced MOC.

Operations Leadership (OL Screen) Assignments OL Screen Assignment

OL Screen Assignment	Role
Approver	On-site OIMs
Owner	Discipline Lead (Drilling, Construction, Operations, Well Services, etc.)
Technical Reviewer	Reliability Engineer
Technical Authority/HSE Impact Reviewer	SME per the MOC E-Tool

Startup Safety

Pre-Startup Safety Review (PSSR) or Project/Rig Startup Plan will be conducted by the on-site Drilling or Operations HSE Tech with help as shown in the table below.

Inspections

Inspections will be performed each time the equipment is requested, and documentation will be maintained with the original MOC as electronic attachments or hard copies.

Temporary equipment inspections will be conducted per OPS0077A-PR01 Temporary Equipment. The inspection process will not change.

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INTERNAL

Vendor Changes

Changes in a vendor's equipment (e.g. additional or replacement like in-kind equipment) require a new, stand-alone MOC for the piece of equipment that is changing. The need for a full routing will be determined by the location's OIM/PIC, taking into consideration weight, hazardous classifications, etc. that a TA would be responsible for. At a minimum, comments or an attachment explaining the change will be added to the original MOC.

A change of vendor requires a new stand-alone MOC covering the new vendor and equipment.

Equipment Movement and Repositioning

If equipment location changes, local leadership will consult with TAs as necessary. Planned campaign work that requires equipment movement and repositioning will be validated through the OIM/PIC or designee based on weight loading, area classification, equipment type, etc.

Documentation of equipment movements (not repositioning in the same footprint) will be maintained with the original MOC as electronic attachments or hard copies. The need for additional MOCs will be determined by the OIM/PIC or designee. Items (e.g. wireline units) that remain in the original footprint with only angle movements do not require a new MOC or updates.

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REQUEST

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Equipment Requestor

- ☐ Identify need for temporary equipment.
- ☐ Select proper checklist(s) for the equipment and start at Step 1 of the selected checklist(s).

NOTE: Some temporary equipment may require the use of multiple checklists (e.g. a skid with tanks and a pump driven by an engine or electric motor).

- ☐ Conduct site survey to determine equipment placement.
- ☐ Determine equipment classification requirements in accordance with facility area classification drawings and indicate on Step 1 of checklist.
- ☐ Complete Requestor information in Step 1 of the checklist.
- ☐ Initiate MOC per HSE0004A, including a review of deck loading by civil engineering.

NOTE: Attach all supporting documentation to the MOC.

- ☐ Contact the Vendor and advise that:
 - Vendor will receive electronic copy of the checklist(s) for each piece of equipment.

Vendor is required to conduct inspection and complete each checklist.

Vendor is to print and complete hardcopy of checklist Step 2 and the appropriate columns in the inspection section.

An approved 3rd Party Inspector will be contacting Vendor to arrange for inspection of equipment at their location.
- ☐ Verbally contact approved 3rd Party Inspector at least 48 hours prior to shipment to arrange for inspection.
- ☐ E-mail checklist(s) and contact information for approved 3rd Party Inspector to Vendor. Use e-mail confirmation.
 - If 3rd party inspection is not possible, ensure that Vendor has conducted the inspection, completed the checklist(s), and forward to the Offshore Location.
- ☐ E-mail checklist(s) with Step 1 completed to approved 3rd Party Inspector. Use e-mail confirmation.

INSPECT

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Vendor

- ☐ Coordinate visit by 3rd Party Inspector. If no 3rd Party Inspection, skip this step.
- ☐ Print (or download) checklist(s) sent by Requestor.
- ☐ Conduct inspection of equipment and complete Step 2 and Vendor inspection column on checklist(s).
- ☐ If equipment does not meet checklist requirements, contact equipment Requestor immediately.
- ☐ Provide 3rd Party Inspector the checklist(s) with the Vendor column completed. If no 3rd Party Inspection, retain a copy of checklist(s) and send Vendor completed checklist with equipment.

3rd Party Inspector

- ☐ After telephone notification from Equipment Requestor, contact Vendor to set up inspection time.
- ☐ Receive e-mail containing checklist(s) for each piece of equipment from Requestor.
- ☐ Visit Vendor location and validate Vendor inspection.
- ☐ Complete Inspector column on Vendor completed checklist(s), document issues and comment on same in Comments section of the checklist(s), and sign.
 - If equipment does not meet the checklist requirements, notify Equipment Requestor immediately.
- ☐ Apply appropriate inspection tag to equipment as indicated in Step 1 of checklist(s).
- ☐ Provide completed checklist(s) to Vendor to send with equipment to offshore location.
- ☐ Input inspection results to electronic version of checklist(s) and e-mail to Equipment Requestor and offshore location, if different.

SHIP**Vendor**

- ☐ Send Vendor and 3rd Party Inspector completed checklist(s) and other necessary documentation with equipment to offshore location.
 - If any issues arise that could delay equipment delivery, notify Equipment Requestor immediately.
 - Terminal will only audit temporary equipment compliance with the Lifting and Hoisting requirements of OPS0055 and will not audit OPS0077A-PR01 Temporary Equipment requirements.

OFFSHORE INSPECTION

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Offshore Inspector

- ☐ The Wells, Production, and/or other PICs accountable for the inspection of temporary equipment will designate the offshore inspectors.
- ☐ Obtain Vendor and 3rd Party Inspector completed checklist(s) from documents package shipped with equipment.
- ☐ Match the MOC with the equipment and validate for accuracy.
- ☐ Conduct inspection of equipment, using checklist(s) shipped with equipment.
- ☐ Ensure appropriate inspection tag is attached to equipment.
- ☐ Obtain proper permitting and perform placement/installation of the equipment per MOC requirements.
- ☐ If equipment does not meet the checklist requirements, inform the Wells, Production, or other PIC as soon as possible.
- ☐ Ensure that the temporary equipment is logged on the temporary equipment log. This log is used as a reference in emergency response events and maintained by the Ballast Control Operator or person designated by the Production PIC.
- ☐ File completed hardcopies of checklist(s) for the current year plus two years.
- ☐ Use feedback form on Temporary Equipment website to provide comments about the Temporary Equipment process.
- ☐ Ensure temporary equipment log is updated when equipment is removed from location.

CHECKLISTS AND MOC

PIC or designee (Wells, Production, Other)

- ☐ Complete recommended weekly checklist when making rounds on deck.
- ☐ Close out MOC.

FIELD TO FIELD TRANSFER

- ☐ Re-inspect equipment and send completed and approved checklist(s) with equipment.
- ☐ If equipment does not meet checklist requirements, contact destination facility and advise of any issues with equipment.
- ☐ Receiving begins process starting with the above section Offshore Inspection.

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13 GUIDELINE OPS0077A-PR01-GL.04: REGULATORY AFFAIRS TEMPORARY PRODUCTION EQUIPMENT ALERT

Definition of Temporary Production Equipment

Temporary production equipment is defined as equipment installed on a short-term basis to handle gas, oil, or water in addition to the permanently installed production equipment. It is typically used during well unloadings and acid flowbacks.

Temporary production equipment is connected to the hydrocarbon process in accordance with API RP 14C and regulated by the Bureau of Safety and Environmental Enforcement (BSEE).

Typically, it is used to treat oil or water, and to maintain oil at pipeline quality or overboard water per the discharge permit. Temporary production equipment is typically connected with flexible hose or chicksan, such as CETCO equipment for overboard water treating.

Submission and Approval

Using temporary production equipment requires a submittal to the BSEE and 5 to 7 working days for approval.

The required submittal will include a schematic of the temporary equipment, indicating all connections to the permanent facilities. If the temporary equipment is automated or integrated with the platform safety system, an updated Safety Analysis Function Evaluation (SAFE) chart showing shutdown functionality for the temporary equipment will also be required.

Additionally, BSEE approval requires:

- the temporary equipment must be isolated from platform processes when not in use, and
- the temporary equipment must be manned at all times while in use, unless an automated safety shutdown system is installed and approved.

NOTE: Using temporary equipment for an acid flowback job that involves any possibility of encountering hydrogen sulfide (H₂S) during the flowback may require additional BSEE approval.

Required Diligence

Personnel must use diligence when making temporary connections to production equipment, including the following:

- Verifying that all hoses and chicksans are rated for the working pressures envisioned for the job.
- Routing all hoses and chicksans to limit trip hazards, blind spots, and accidental damage from impact (e.g. in case of dropped items in lift areas).
- Making every effort to minimize the number of hose connections.
- Locating all hose connection points over platform (sump) skid pans, and placing any hose connections that must be routed over open grating over local skid pans to prevent accidental overboard leakage.
- Maintaining the required monitoring frequency for all connections to ensure integrity.

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Required Review

Ensure that all applicable field leaders, personnel, and engineering staff are aware of these requirements and have reviewed this regulatory notice.

Regulatory Citation and Contacts

The regulation governing temporary production equipment requirements is available in 30 CFR 250.802 (b) Exclusion of pressure safety high (PSH) and pressure safety low (PSL) sensors on downstream vessels in a production train.

Additional guidance is available in API RP 14C, 7th edition, March 2001.

For more information, please contact Regulatory Affairs.

14 GUIDELINE OPS0077A-PR01-GL.05: GLOSSARY

The table below provides definitions for terms and acronyms used in this document suite.

Term/Acronym	Definition
Accommodation Module	Living quarters (any structure housing more than 6 people at a time or 2 or more people per shift). Includes sleeping, mess, medical treatment, recreational, toilet, shower, washing, and office spaces and corridors serving these areas. Does not include buildings in industrial areas such as laboratories, workshops, wireline units, and mud logger offices.
API Class 1, Division 1 Areas	Areas where: ■ ignitable concentrations of flammable gases or vapors exist under normal operating conditions, ■ ignitable concentrations of flammable gases or vapors may exist frequently because of repair or maintenance operations or because of leakage, or ■ breakdown or faulty operation of equipment or processes might release ignitable concentrations of flammable gases or vapors and might also cause simultaneous failure of electrical equipment that could become a source of ignition. In addition, this classification usually includes: ■ areas where volatile flammable liquids or liquefied flammable gases are transferred from one container to another, ■ interior areas where volatile flammable solvents are used, ■ areas containing open tanks of volatile flammable liquid,

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Term/Acronym	Definition
	- inadequately ventilated areas where flammable gases accumulate or volatile flammable liquids stand or collect, - areas containing open tanks or vats of volatile flammable liquids or combustible liquids stored at temperatures above their flash point, - the interiors of refrigerators and freezers where volatile flammable materials are stored in open, lightly stoppered, or easily ruptured containers, and - all other areas where ignitable concentrations of flammable vapors or gases are likely to occur during normal operations.
API Class 1, Division 2 Areas	Areas where: - volatile flammable liquids or gases are: - handled, processed, or used, and - normally confined within closed containers or closed systems from which they can escape only through accidental rupture or breakdown of such containers or systems or through abnormal operation of equipment, - ignitable concentrations of gases or vapors: - normally are prevented by positive ventilation, and - might become ignitable through failure or abnormal operation of the ventilating equipment; or - are adjacent to a API Class 1, Division 1 area and to which ignitable concentrations of gases or vapors might occasionally be communicated unless prevented by: - adequate positive-pressure ventilation from a clean air source (with safeguards against ventilation failure), or - separation by a vapor-tight barrier. Some potential leak sources may not be identified on the facility area classification drawings. The sources may be temporary or new additions (in this case a three-dimensional radius area 50' from the leak source is considered an API Class 1, Division 2 area). <i>Also see Shell Extended Class 1, Division 2 Area definition.</i>
Authorized Electrical Person (AEP)	The Senior Authorized Electrical Person (SAEP) or an Authorized Electrical Person 3 (AEP3).
Building	Any structure consisting of four walls, a roof, and a floor.
Bump test	Testing gas detection instrumentation with a brief exposure to a known concentration of (calibration) gas. The meter must respond within +/- 10% of the calibration gas concentration. An instrument that fails a bump test must be recalibrated and/or sent to the manufacturer for maintenance or repair.
Continuously Attended Equipment	Continuously attended shall mean under continuous observation by a person(s) who: - is in possession of a written procedure for shutdown of the equipment, - is competent to detect gas releases without the use of mechanical equipment via visible, audible, or odor detection methods, - is competent to monitor and detect fire or gas using appropriate equipment and platform SSDS events and immediately execute shutdown of the equipment, - attends the equipment while it is in operation and during the cool-down period for a minimum of 10 minutes (some equipment may require a longer cool-down period), - is located in the immediate area (10' to 15') of the equipment, - assumes the role of detecting the presence of gas using gas detection equipment, - can immediately recognize equipment conditions that, if left undetected, could result in the equipment becoming an ignition source or catching fire, - assumes the role of shutting down the equipment in the case of a platform shutdown, and - is competent in the use of firefighting equipment. See OPS0077A-PR01, Section 6.4.
Critical Well Servicing Services	- Wireline winches - Coiled tubing units

Term/Acronym	Definition
	■ Nitrogen converters ■ Pumping units performing operations such as: ■ acid jobs, ■ sand fracs, ■ sand clean-outs, and ■ circulating through coiled tubing.
Electrical Area Classification Drawings	Used to document information regarding sources of ignition and includes a plan view of the location that depicts: ■ major process or other equipment and components that may be sources of release to the atmosphere (flammable gases or vapors, or flammable liquids), ■ boundaries of the various area classifications, ■ other information (e.g. ventilation) necessary to classify an area, and ■ elevations or sections where different classifications apply. This records the original classifications and serves as a guide for future additions or revisions.
Electrical Area Classification Types	Three classification types of areas where fire or explosion hazards may exist: ■ Class 1, Combustible or Flammable Gas ■ Class 2, Combustible Dusts ■ Unclassified
Electrical Source of Ignition	An electrical device that through normal or abnormal operation produces an arc or spark greater than or equal to the auto ignition temperature of the gas concerned.
Emergency Shutdown (ESD)	The action taken to shut down all platform wells and other process stations, including termination of all: ■ production, ■ processing, ■ storage, and ■ shipping activity.
Enclosed Equipment	Equipment with an outer covering that could prevent the detection of fire on the equipment.
Equipment Requestor	PIC or designee (from Engineering Staff or other Offshore personnel) who initiates the temporary equipment request to a Vendor.
Equipment Sponsor	The PIC or designee to oversee the use of the temporary equipment.
FEES	Fire, Explosion, and Escape Strategy
Fire Detection and Shutdown	■ A fire detection system detects the presence of fire, alerts personnel, and, upon “confirmed fire,” automatically initiates executive action to minimize consequences. Fire detectors are installed in areas of the facility where a fire may occur. ■ There are several types of fire detectors. A fire will display different characteristics depending on the fuel burnt, the type of burning that occurs, and the conditions surrounding the fire. The detector type is selected to provide the earliest reliable warning for the particular conditions in the area. ■ A pneumatic fusible plug system is used to detect fires in the production area and sometimes in unmanned buildings. Electronic flame detectors are installed to supplement the fusible plug system around more vulnerable open process areas to minimize response time. Electronic flame detectors are also installed in turbine enclosures and buildings with process equipment. ■ Heat detectors sense temperature and the temperature rate of rise to detect fire development. Heat detectors are typically unsuitable for exterior locations and are used to sense thermal activity in storage buildings, quarters buildings (water heater closets, laundry rooms), motor control centers (MCCs), turbine enclosures, and hull columns. ■ Smoke detectors are used indoors where wind will not disperse the smoke. Smoke detectors have an advantage over other types of fire detectors since they are capable of detecting fires in the incipient stage. ■ Manual pull stations are used in normally manned buildings to allow an individual to take action upon seeing a fire. A single activated manual pull station is considered a “confirmed fire.”
Function Test	Testing by the Vendor in the vendor yard to ensure that equipment operates as intended.

Term/Acronym	Definition
Fusible Plug Loop	Strategically located fusible elements in a pneumatic line used for fire detection. Fusible elements normally are metallic plugs that melt at a designed temperature or a section of fusible synthetic tubing.
Gas Detection and Shutdown	The detection system consists of sensors, signal conditioners, and other devices for generating alarms and shutdown signals when an accumulation of hydrocarbon vapors is present. Typically, flammable gas detectors (both LOS and Point) are located in compressor buildings, main production areas, turbine enclosures, MCCs, quarters areas, hull ventilation systems, lab buildings, and portable buildings. The gas sensor may be connected to a local transmitter or to a remote controller chassis for signal conditioning and calibration adjustments. The local transmitter or remote controller chassis connects to a logic solver to generate alarms and initiate executive actions. For Offshore facilities, this system is one of several Emergency Support Systems (ESSs) defined in Section C1 of API RP 14C.
Hazardous (Classified) Area	An area where flammable gases or vapors may be present in the air in quantities sufficient to produce explosive or ignitable mixtures. These explosion hazards may exist due to the presence of: - combustible or flammable gases, - combustible or flammable liquids, or - combustible dusts.
Ladder Fall Prevention	An engineered system that provides fall protection while ascending and descending fixed ladders. The system is permanently attached to the ladder and provides fall arrest without continually hooking and unhooking a lanyard while climbing. Most systems use a rail or cable mounted vertically along the ladder with connecting hardware that locks onto the rail or cable when a fall is detected.
Lower Explosive Limit (LEL)	The minimum percent by volume of a gas that when mixed with air at normal temperature and pressure will form an explosive/flammable mixture. At concentrations below the LEL, there is not enough fuel to continue an explosion.
Occupied Buildings	A building that personnel occupy while doing work or while located at a facility. Any building that meets the USCG definition of accommodation module is considered occupied. In addition, a building is considered an occupied where: - an individual spends an average of 3 or more hours per day inside over any 1-week period, 6 or more people are inside at any given time, or - a group spends an average of 100 hours or more per week inside.
Open Equipment	Equipment with no outer covering that could prevent the detection of fire.
Process Area	Any area where oil or gas well delivery or process equipment is located, including: - Wellheads - Manifolds - Pressure vessels - Heat exchangers - Coolers - Pumps - Compressors - Tanks - Filters
Process Area Equipment Uses	- Hydrocarbon production - Gathering - Separation - Treating - Handling - Shipping - Injection - Transfer - Drilling - Well completion - Stimulation - Well servicing - Flammable liquids, gases, or vapors*: - Production - Handling - Storage - Injection - Transfer * Flammable liquids include combustible liquids at temperatures at or above their respective flash points.
Safety Shutdown System (SSDS)	An instrumented layer of protection that takes the process facilities to a safe shutdown condition when the process varies beyond prescribed limits on SAFE Charts. This system includes control of pipeline riser and flowline shutdown valves.
Senior Authorized Electrical Person (SAEP)	Only the SAEP or Authorized Electrical Person 3 (AEP3) is the Authorized Electrical Person for temporary equipment.

Term/Acronym	Definition
Shell Extended Class 1, Division 2 Area	Based on recommendations from Electrical Ignition Source Control for Temporary Equipment ALARP Assessment, an area that extends 40' from an API Class 1, Division 2 boundary as defined on the facility's area classification drawings.
Tanks	Welded steel storage tanks for combustible materials for use on all facilities operated by DW-GOA.
Temporary Buildings	Temporary or portable buildings include the following: ▪ Galleys, change rooms, or laundry rooms ▪ Living quarters (berthing) ▪ Offices ▪ Remotely Operated Vessels (ROV)-related buildings ▪ Mud or well logging buildings ▪ Chemical labs or chemical storage ▪ Material warehouses ▪ Tool rooms ▪ Storage rooms
Temporary Building Exclusion	HSE0149 does not apply to these portable structures: ▪ Welding enclosures ▪ Asbestos or refractory remediation enclosures ▪ Cabins located on heavy machinery ▪ Weather shelters ▪ Small tents used as cool down areas, to provide shade within the process unit, or smoking areas that are occupied by less than 10 people ▪ Lightweight plastic portable toilets Certain occupied portable buildings are necessary to perform or monitor operation-critical tasks within hazardous (classified) areas. Examples include wireline buildings, measurement while drilling (MWD) buildings, mud logging buildings, directional driller control buildings, and X-ray buildings. Buildings essential to operation-critical tasks do not have to meet the requirements of HSE0149 as long as the following requirements are met: ▪ Occupancy is limited to authorized personnel and kept to a minimum. ▪ Use and placement of the building is necessary to perform or monitor operation-critical tasks. ▪ The building is not used for lunch breaks, meetings, as a break area, or any purpose not directly related to the operation-critical task. ▪ The Management of Change (MOC) documentation for building placement includes the OPS0077A-PR01-TO09 Temporary Buildings Checklist with Part A, lines a, b, and c completed as an attachment (Offshore only).
Temporary Production Equipment	The equipment used to handle gas, oil, or water in addition to the permanently installed production equipment (e.g. CETCO equipment for overboard water treating). These additional pieces of production equipment are connected to the hydrocarbon process regulated by API RP 14C and the BSEE. Typically this equipment is used to treat oil or water. It is usually used to maintain oil at pipeline quality or maintain overboard water per the discharge permit. It is often connected with flexible hose or chocks.
Unattended Facility	A location where: ▪ people are not routinely accommodated, or ▪ equipment is normally unattended.
Unclassified Area	An area outside of the classified area (API Class 1, Division 1 areas or API Class 1, Division 2 areas) that is more than 40' from a Class 1, Division 2 boundary. An area in this context is always considered to be three-dimensional.
Unoccupied Building	A building that does not meet any of the definitions for an occupied building.
Vapor-Tight Barrier	A barrier that will not allow the passage of significant quantities of gas or vapor at atmospheric pressure.
Vessels	Welded steel, unfired pressure vessels. Pressure vessels are as defined by the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code.

15 GUIDELINE OPS0077A-PR01-GL.06: REFERENCES & COMPANION DOCUMENTS

Shell standards and procedures and industry standards and codes referenced in this document suite are listed in the table below.

Document Number	Document Title
DW-GOA Documents	
DEP 80.80.01.11-Gen.	Control and mitigation of fires and explosions on offshore production installations (amendments/supplements to ISO 13702:1999)
DEP 80.47.10.12-Gen.	Fire Protection Systems for Offshore Facilities
DEP 37.17.10.11-Gen.	Design of Offshore Temporary Refuges
FA-RM-01	Internal Combustion Reciprocating Engines Technical Integrity Performance Standard
HSE0004A	Management Of Change
HSE0084	Control of Work
HSE0085	Confined Space Entry and Work
HSE0011	Hazard Communication (HAZCOM)
HSE0029A-PR05-TO.07	Expectations for Responding to Loss of Primary Containment
HSE0149	Occupied Portable Buildings – Offshore Requirements
OPS0055	Lifting and Hoisting
OPS0171	Inspection of Hazardous (Classified) Type Electrical Equipment Installed in Hazardous (Classified) Areas or Other Locations
OPS0175	Portable Electronic Devices
OPS0177A	Operations Requirements for Electrical Systems Offshore
UAD-102-039-01	Electrical Installation for North American Application, Amendments/Supplements to DEP 63.20.08.10-Gen.
UAD-106-112-01	Fire, Gas, and Smoke Detection Systems, Amendments/Supplements to DEP 32.30.20.11-Gen
Regulatory Documents	

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INTERNAL

30 CFR 250.510	Diesel Engine Air Intakes
30 CFR 250.802(b)	Exclusion of pressure safety high (PSH) and pressure safety low (PSL) sensors on downstream vessels in a production train
API RP 14C	Practice for Analysis, Design, Installation, and Testing of Basic Surface Safety Systems for Offshore Production Platforms
API RP 500	Recommended Practice for the Classification of Locations for Electrical Installations at Petroleum Facilities Classified as Class 1, Division 1 and Division 2
MMS Regulatory Notice 2003-9 issued 10-18-03	Temporary Building connected to Production Equipment.
MMS Regulatory Alert 2001-2 issued 03-16-01	Fusible Plugs on Temporary Equipment
NFPA 70	National Electric Code (NEC) Handbook 2014
NFPA 496	Standard for Purged and Pressurized Enclosures for Pressurized Equipment
Resolution A.760(18)	Symbols Related to Life-Saving Appliances and Arrangements