Control of Portable and Transportable Equipment

AZSPU-HSSE-DOC-00153-2

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Authority:	Central Engineering Senior Authority Chris Houghton	**Custodian:**	Electrical Technical Authority Yvonne Hepburn
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1 PURPOSE

The purpose of this document is to provide a guideline for the control of portable and transportable equipment used within the Azerbaijan Strategic Performance Unit. The intention of this document is to ensure that any portable equipment is supplied and maintained in a safe and functional condition.

This guideline is applicable to any item of equipment which is not a permanent fixture of the plant. This includes electrical equipment, mechanical equipment, temporary stores or offices.

This will include, but is not limited to;

- Diesel engines
- Workshops / containers with electrical equipment installed
- Electrical equipment
- Monitoring equipment
- Welding units
- Electrically powered hydraulic power packs
- Generators
- HP jetting equipment
- Well control equipment
- Grinders (Electric & Air Driven)

And will apply across the Azerbaijan Strategic Performance Unit and will be used both offshore and onshore in Azerbaijan and Georgia.

2 ABBREVIATIONS AND DEFINITIONS

Any terminology used within the text that is considered to require clarification is listed below. This can be useful in simplifying the text by assigning abbreviations for repetitious terms.

Portable equipment	Any item of equipment which is not a permanent fixture of the plant. This includes electrical equipment, mechanical equipment, temporary stores or offices.
Hazardous Area	An area which due to the risk of explosive atmospheres being present is defined as hazardous and identified on the asset hazardous area drawings
Maintenance	A combination of any actions carried out to retain an item in, or restore it to, conditions in which it is able to meet the requirements of the relevant specification and perform its required functions.

Inspection	An action comprising careful scrutiny of an item carried out either with or without dismantling, supplemented by means such as measurement, in order to arrive at a reliable conclusion as to the condition of an item.
Visual Inspection	An inspection which identifies, without the use of specialist knowledge or tools, those defects, such as missing parts or mechanical damage, which will be apparent to the eye.
Initial Inspection	A thorough inspection of the equipment before it is put into service for the first time at the site.
Periodic Inspection	A regular inspection of the equipment at a predetermined frequency.
Mobile crane	Any lifting device or equipment designed and used to lift or support an item and not normally part of the sites permanent structure. This includes self propelled and manually relocated devices.
Competent electrical or mechanical persons	Personnel who have been assessed as satisfying predetermined levels of expertise and have had their competence registered within the CMAS database.
Responsible Electrical Person (REP).	Person nominated as the site custodian of the electrical equipment from time to time.

3 ROLES AND RESPONSIBILITIES

Assets will be responsible for:

- Ensuring that all persons engaged in work with transportable portable equipment are familiar with this document.
- Ensuring, site management have an overview of this document.

The procurement, testing and use of portable equipment may involve the following persons:

- Procurer – member of the on site operations team or operations support team or contractor personnel
- Supplier – vendor supplying equipment
- Inspector – person(s) who inspects the equipment
- User – member of the onsite operations, maintenance or inspection team
- Portable Equipment Site Coordinator – normally the material controller

3.1. PROCURER

The procurer is responsible for:

- Raising a purchase order to supply the equipment on either a purchase or hire basis
- Specifying the equipment requirements considering the intended duty and location of the equipment. Consideration should be made to hazardous

areas, voltages, space restrictions, deck loading restrictions and the use of alternative equipment.
- Obtaining suitable additional assistance to correctly specify in the case that the equipment is unfamiliar to the procurer.
- Ensure the supplier is aware of the specification and understands the requirements with respect to the supply of additional information and documentation.

Note: if the portable equipment; requires addition or modification of structural steel work, creates hazardous zones, requires ties ins to permanent systems, consideration of weight control measures due to size (500kg on a platform) or requires isolations of safety critical systems, then before proceeding the site Management Of Change (MOC) procedure is to be followed.

3.2. SUPPLIER

The supplier is responsible for:

- Providing equipment that is fit for its intended purpose as detailed on the purchase order.
- Ensuring the equipment conforms to relevant legislation and standards.
- Supplying installation and operating procedures, manuals and drawings to allow safe operation of the equipment.
- Supplying relevant certification with the equipment. This includes calibration certificates, test certificates, lifting certificates and hazardous area certificates.
- For hired equipment, the suppliers to arrange for a competent Inspector to Complete the Equipment Check Sheet (appendix C) and if applicable the Inspection Check Sheet for Diesel Engines (appendix E)
- For hired equipment the supplier to submit the inspection report to the company with the equipment

Note; where the supplier is a contractor bringing equipment onto the site then he must inform the site coordinator for portable equipment to ensure the equipment is registered and checked prior to use.

3.3. INSPECTOR

For hired equipment the supplier's competent inspector is responsible for:

- Confirming the equipment is appropriate for the intended purpose Visually inspecting the equipment for damage
- Reviewing the certification supplied with the equipment and confirms its validity, suitability and completeness as appropriate. (eg, hazardous area certification, BS7671 safety checks, lifting certification)
- Carrying out electrical safety tests to BS7671 and IEC60079 17 if appropriate.
- Inspecting the equipment and confirm it is fully functional and in a safe condition.
- Complete the Equipment Check Sheet and if applicable the Inspection Check Sheet for Diesel Engines where Engines are to be located in a hazardous

area then the inspector will check for compliance with BS EN1834 1 2000 and GS 134-8 or equivalent
- Attaching a label to the equipment confirming the date of inspection and name of inspector.
- Providing the Supplier with a written inspection report and completed check sheets

The site inspector is responsible for:

- Confirming the equipment is suitable for the intended purpose
- Visually inspecting the equipment for transit damage
- Reviewing the certification supplied with the equipment and confirms its validity and suitability.
- Carrying out electrical safety tests if appropriate.
- Inspecting the equipment and confirm it is fully functional and in a safe condition.
- Complete the Portable Equipment Check Sheet [see appendix C] and if applicable the Inspection Check Sheet for Diesel Engines [appendix E]
- Attaching a label to the equipment confirming the date of inspection and name of inspector. [see appendix B for typical label format]

Note; The hired portable equipment supplier should be requested to complete the EQUIPMENT INSPECTION CHECK SHEET *before the equipment is sent to site to ensure that the basic requirements are met.*
Note; The inspector onsite, in most cases, will be the site mechanical / electrical technician.

3.4. USER

The user is responsible for;

- Confirming the equipment has been issued with a number and has a label attached indicating that an initial or repeat test has been carried out within the predetermined time for that type of equipment.
- Visually inspecting the equipment for damage prior to use. [See appendix D for aide memoir]
- Using the equipment only for its intended purpose.
- Ensuring familiarisation with the operating instruction for the equipment prior to use.
- Ensuring suitable controls are in place to allow the safe use of the equipment. This includes permits, PPE, isolations etc.
- Reporting any defects of the equipment.
- Returning the equipment for re-inspection

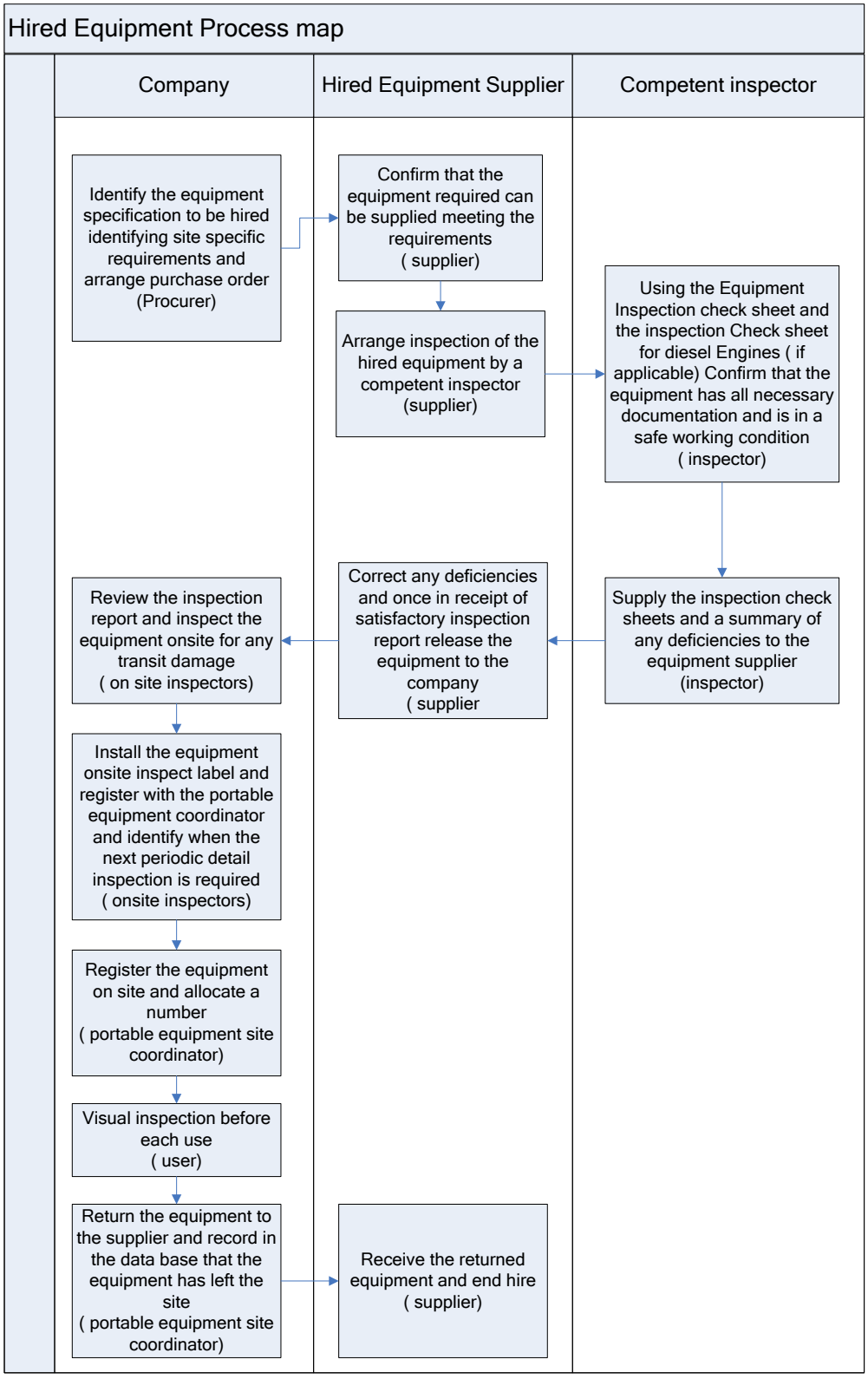
3.5. PORTABLE EQUIPMENT SITE COORDINATOR

The portable equipment site coordinator will ensure that

- A unique number is allocated to the equipment and attaching an identification label.
- Equipment is initially inspected
- Maintenance is scheduled if appropriate.
- The equipment is registered in the portable / temporary equipment register. The register will be held in a suitable database that records, as a minimum, the item number, item description, test/inspection date, test/inspection due date and location.
- Equipment certification and maintenance records are available.
- That any equipment-leaving site is removed from the portable equipment register.

Note; The portable equipment site coordinator, in most cases, will be the site material controller.

3.6. PROCESS MAP



4 GENERAL REQUIREMENTS

4.1 DOCUMENTATION

All equipment will be supplied with sufficient documentation to allow the safe operation.

This documentation will include but is not limited to

- Operating Manuals
- Drawings/ Circuit diagrams
- Evidence of past maintenance history and inspection records
- Manufacturer's certificates detailing testing Authority approval for all equipment certified for use in hazardous areas. (where applicable)
- Test certification for lifting equipment if relevant.
- Calibration certification if relevant.

Note: Where sufficient documentation has not been supplied a risk assessment will be carried out to determine whether it is acceptable to use the equipment and under what conditions.

4.2 MATERIAL DATA SHEETS

If the supplied equipment uses any consumable type materials then material data sheets and COSHH data sheets are to be supplied.

4.3 WEIGHT

All equipment where the weight exceeds 12kg will be supplied with:

- Equipment weight
- If the centre of gravity of the equipment in any way makes the equipment unstable then a warning label is to be attached to the equipment.

Note: If the weight of the equipment is in excess of 500kg and the location of the equipment is offshore, structural checks maybe required and management of change is to be followed

The following information may also be required

- Footprint and centre of gravity data
- Lifting points identified and certified lifting capability marked
- Safe lifting method statement

Note: The 12kg limit is taken from the Helicopter Operations Manual UKCS-MAL-003. Site may dispense with some of these requirements based on review with the supplier.

4.4 REPAIRS

Only competent electrical or mechanical persons are permitted to perform repairs to portable equipment.

4.5 INSPECTION AND RECORDS

The portable equipment site coordinator will record that equipment has arrived on site and allocate it a mobile equipment tag number, a site inspection of the equipment will be arranged to certify that the equipment is fit for use [see appendix C and E]. At this point an inspection tag will be attached to the equipment and this will indicate when the equipment needs to be re inspected. The portable equipment register should also be updated with this information.

Inspection Prior to Use
Before using any portable electrical equipment, the user must be competent to operate it correctly and safely. It is a requirement that the user shall inspect the item prior to use to ensure that it is safe. The equipment will not be used if there is evidence of damage, water ingress or any other sign of defect. Equipment shall not be used unless a valid inspection tag is attached. Operations technicians may inspect portable electrical equipment on arrival at site, but the responsibility for returning the equipment for regular inspections remains with the user

Periodic Inspection
Equipment will be subject to periodic inspection by the site technicians to ensure that the equipment is still fit for purpose and safe to use. All periodic inspections will be recorded and the portable equipment site controller will keep the records.

Note: Guidance with regards the inspection frequency of portable electrical equipment is given in section 8.18.3 of the "Electrical Safety Guidelines" document number AZSPU-HSSE-DOC-00288-2. Other guidance may be found in the operations and maintenance documentation supplied with the equipment. Site will review these guidelines and take into consideration the equipment duty and working environment to determine a suitable periodic inspection frequency. (It is expected that the inspection frequency of equipment that once installed is relatively fixed (e.g. desk computers) will be less often than highly mobile equipment (e.g. portable electric drills))

Note: Temporary Diesel Engines will be inspected periodically every 28 days

4.6 PERSONAL ITEMS

Personal items may be used only in the office or accommodation areas of installations, and may be subject to inspection. It is the user's responsibility to ensure that this equipment is suitable for use with site supplies; if this is unclear the site portable equipment coordinator should be consulted.

5 SPECIFIC REQUIREMENTS

5.1 TRANSPORTABLE ELECTRICAL EQUIPMENT

PAT testing
Portable electrical equipment with cords will be pat tested

Note: Care should be taken when electronic equipment is Meggered to ensure that the correct test voltage is used to avoid damaging sensitive equipment.

Supply Voltage and Frequency
Portable hand held tools shall be connected to the normal site small power supply of centre tapped 110volts, 50 Hz. Battery powered tools may be used where 110V tools are impracticable following a risk assessment.

Welding sets or other large equipment, where 110v supply is impracticable, shall be supplied by a suitable 3-phase welding socket [table 1, appendix A]. The length of the supply cable shall be limited and precautions taken to ensure that the likelihood of damage to the cable is minimised, by suitable routing and/or additional mechanical protection.

Any other portable equipment that is not suitable for a 110V supply, such as specialist test gear, shall be used only after a formal risk assessment involving the REP.

Battery Powered Equipment
Portable battery powered equipment (including flashlights) shall not be used out on site or in a hazardous area unless this use has been risk assessed, and where required, is controlled by a permit to work.

Note: the risk assessment should involve the site REP.

Mobile Telephones
When switched on, normal mobile telephones transmit a signal at all times which may be capable of igniting a flammable atmosphere. They are not permitted to be used or carried in a hazardous area. Each site will have procedures in place to control the carrying and use of mobile phones.

Note: sites may approve the use of EEXi telephones on site however their use will be controlled by site procedures

Earthing
Electrical equipment will be electrically earthed unless double insulated.

Note: Double insulated tools need not be earthed however particular care is required when double insulated tools are used as part of a larger assembly that is not double insulated, for example drills with magnetic stand bases. In such cases the metalwork shall be earthed, including those parts of the double insulated item.

Within the Bounds of the operating site any equipment requiring earthing will be earthed to the site earthing system via suitably sized cabling.
Note: Onshore this will be the site earth bars, offshore this will be a welded stud onto the main metal structure

This excludes off site construction projects under the control of projects. In this instance the construction team is required to install and maintain suitable earthing facilities which may include the installation and testing of temporary earth rods.
Note: Onshore this will be the site earth bars, offshore this will be a welded stud onto the main metal structure

Note: BS2754 gives general advice on earthing arrangements

Integral Cords / Leads

Integral power cords or leads on portable hand held equipment need not be protected by a metallic screen or armour, but shall be double insulated with a robust outer insulated surface protecting the insulated conductors. Non-armoured / screened integral cords shall be limited to a maximum length of 2 metres and care shall be taken to avoid mechanical damage. Repairs to integral cords are not permitted and damaged cords shall be replaced.

Extension Leads

Extension leads are to be limited to 20 meters maximum length and normally no more than two may be connected together. If a longer supply is required, this is classified as a temporary installation and the Responsible Electrical Person (REP) shall approve the design. Trailing cables may also give rise to a trip hazard and measures shall be taken to minimise this, for example by temporarily securing the cables to suitable supporting steelwork. Extension leads shall be flexible with an earthed armour or braiding for resistance to cutting and fault protection.

Extension leads on drums shall be fully unwound before being used due to the risk of overheating. Extension leads should not be routed through doors but where this is unavoidable; the door shall be secured such that it is prevented from closing onto the cable.

Note: When approving the design of temporary installations of this nature the earth loop impedance and voltage drop will require consideration to ensure the circuit protection is able to operate and disconnect the equipment in the event of an earth fault.

Note: Where a supply for portable equipment is from a pressurised to non-pressurised area consideration should be given to the use of a cable transit to prevent loss of pressurisation.

Hazardous Areas

Hazardous areas are defined on the area classification drawings, but for simplicity it can be assumed that all production plant areas are hazardous. Where practicable portable equipment for use in hazardous areas shall be approved for use in Zone 1 hazardous areas, as even if initially intended for a Zone 2 area that portable equipment can readily be repositioned. The use of equipment not certified for use in a Zone 1 area is only permitted to be used in any hazardous area following completion of a risk assessment and work will be covered by a suitable work permit and continuous gas test.

Interruption to Work

Electrical portable equipment (including extension leads) shall be disconnected from the supply when not in use. This applies to portable equipment but does not apply to normally fixed equipment i.e. kettles, computers, photocopiers, lights etc.

Non-certified portable electrical equipment used in hazardous areas may not be left unattended while energised.

Plugs and Sockets

The socket outlets used in the Caspian region are detailed in appendix A. Equipment supplied to each site shall have the correct plug type supplied with it for that site.

Sockets are only to be used to supply power and plugs may only be used to receive power.

Note: The design is to be such that when disconnected a plug is not energized (example: leads should not have two plugs on either end as this means that one plug is supplying power. The risk being that due to design, plugs have exposed conductors when unplugged - if this plug is being used to supply power then you have exposed live conductors)

5.2 WORKSHOPS, STORES AND OFFICES

Transportable Workshops, Stores and Offices must be tested and inspected as lifting gear, and suitable test/inspection plates shall be attached, or documentation supplied to confirm certification.

Any electrical equipment provided in temporary workshops, stores and offices shall comply with the requirements detailed in the preceding electrical section above. The use of items not certified for Zone 1 hazardous areas should be avoided in workshops and stores out on plant, unless the areas of use are protected by positive pressurisation. (The requirement for zone 1 certified equipment is to prevent non certified equipment being used in an uncontrolled manner in hazardous areas that it may not be suited too. If the location of the temporary workshop office or store is sufficiently remote from hazardous areas and the boundary between the hazardous and non hazardous area is clearly identified then the use of hazardous area certified equipment is not required.)

Positive pressure can be provided by mechanically ventilating the space to provide an internal pressure of 65 Pa above the ambient. The ventilation fan shall be suitable for operation in a Zone 1 hazardous area and the supply to the internal non-certified equipment is automatically isolated in the event of either a platform initiated shutdown to the area or loss of pressurisation in the unit.

In exceptional circumstances, the Responsible Electrical Person (REP) may approve the use of normal commercial electrical equipment for temporary installations, provided that the supply is provided with a suitable shutdown scheme to isolate the equipment automatically in the event of an incident and a suitable risk assessment has been completed.

Connection to the site fire and gas system may not be generally required for temporary workshop and stores. Whether offices are to be connected to the facilities fire and gas system will be advised when the technical details are approved.

5.3 DIESEL ENGINES

Diesel Engines will not normally be located within or close to hazardous areas. Where this is unavoidable then the engine will be certified for use within a hazardous area as per BS EN 1834 1 2000 and GS134-8 or equivalent.

To allow remote shutdown in the event of an incident, diesel engines for use offshore in the Caspian region shall be fitted with:

- A fuel solenoid valve, to shut down the engine when the solenoid is de-energised. The solenoid shall be suitable for connection to the local site 110v electrical supplies via a suitable cable and plug arrangement.

or

- Volt free tripping contacts

Diesel engines intended for use offshore remote to hazardous areas will meet as a minimum a zone2 standard as per BS EN 1834 2000 any exemptions will be risk assessed and be subject to the approval of the OIM and the area authority.

Diesel engines intended for use onshore remote to hazardous areas will be in a sound and safe condition and will as a minimum have an emergency stop button.

Note for full guidance for diesel engines in hazardous areas see BS EN 1834 1 2000 Reciprocating internal combustion engines – Safety requirements for design and construction of engines for use in potentially explosive atmospheres – Part 1: Group II engines for use in flammable gas and vapour atmospheres
Note: Additional guidance can also be found in "Electrical Safety Guidelines" document number AZSPU-HSSE-DOC-00288-2

5.4 PNEUMATICALLY OPERATED MANRIDING WINCHES

Minimum Supply Criteria

- Overload protective device
- Emergency stop on air supply
- Integral emergency lowering device (in event of power failure)
- 10mm diameter multistrand wire rope galvanised with steel core construction (factor of safety = 10-1)
- Assisting spooling device
- Upper and lower travel limit switches
- Slack wire detection system
- Failsafe control lever
- Derail protection on rope drum
- Drum guard
- Air exhaust silencer
- Supply air regulator filter/lubricator
- Dual braking facility (1 automatic and 1 manual)
- Marine paint specification
- Materials certification to DIN 50049 3.1.b
- CE compliant/type approved

Specifications

- Rated line pull capacity = 150kg max
- Operating air supply pressure (nominal) = 6.1bar
- Standard air consumption (nominal) = 54cfm
- Rope drum storage = 115m
- Rated line speed = 30m/minute

Note: This section has been extracted from UKCS-SOP-005 addendum 6

5.5 PORTABLE LIFTING EQUIPMENT

Portable lifting equipment is defined as moveable lifting appliances and accessories for general use on the site,

All lifting equipment is tested, maintained and controlled by the provisions laid down in the AzBu SSOW – Lifting& Rigging document UNIF-HSE-PRO-109.

6 REFERENCES

UNIF-ENG-STG-004	Caspian Lifting and Rigging Strategy
AZSPU-HSSE-DOC-00048	Electrical Safety Guidelines
BS EN60079-17	Inspection and Maintenance in electrical installations in hazardous areas
BS 2754:1976	Classification of electrical and electronic equipment with regard to protection against electric shock.
BS 7671	The Institution of Electrical Engineers "Recommendations for the electrical and electronic equipment of mobile and fixed offshore installations".
BS EN 1834-1:2000	Reciprocating internal combustion engines. Safety requirements for design and construction of engines for use in potentially explosive atmospheres.
	Health & Safety at Work Regulations, 1974
LOLER (1998)	Lifting Operations and Lifting Equipment Regulations
SI 1994 No.2063	The Supply of Machinery (Safety) Regulations
SI 1996 No. 913	The Offshore Installation and Wells Design & Construction Regulations (DCR)
SI 1997 No.743	Prevention of Fire, Explosion & Emergency Response Regulations (PFEER)
SI 1998 No. 2306	Provision and Use of Work Equipment Regulations (PUWER)
GS 134-8	Requirements for the protection of diesel engines operating in zone 2 hazardous areas

7 APPLICABLE TO

All sites / Installations

Revision Date	Authority	Custodian	Revision Details
<<August 30th, 2008>>	<< Central Engineering Senior Authority, Hepburn, Yvonne >>	<<Electrical Technical Authority, Houghton, Chris >>	<< Initial Issue >>
<<February 09th, 2009>>	<< Central Engineering Senior Authority Chris Houghton >>	<< Electrical Technical Authority Yvonne Hepburn >>	<<Changing Flame arrestor to Spark arrestor on the 2nd check sheet >>
March 11, 2010	<< Central Engineering Senior Authority Chris Houghton >>	<< Electrical Technical Authority Yvonne Hepburn >>	Specific requirement to check for potential flammable materials on portable equipment where heat is generated and may ignite flammable material to be included in AzSPU procedure for portable and transportable equipment check lists; Appendix C- Equipment Inspection Check Sheet, Appendix D - Transportable and Portable Equipment User Inspection, APPENDIX E - Inspection Check Sheet for Diesel Engines.
December 15, 2010	<< Central Engineering Senior Authority Chris Houghton >>	<< Electrical Technical Authority Yvonne Hepburn >>	Requirement for portable equipment to be used in excess of 500kG on a platform to have an MoC so that structural checks can be made Reference to 106 documents removed and updated. Web site for ordering portable equipment labels added Updated equipment check sheets for diesel engines and

			equipment to more clearly capture the requirement of the procedure Updated the process map for clarity And the requirements on the supplier and the equipment inspectors

8

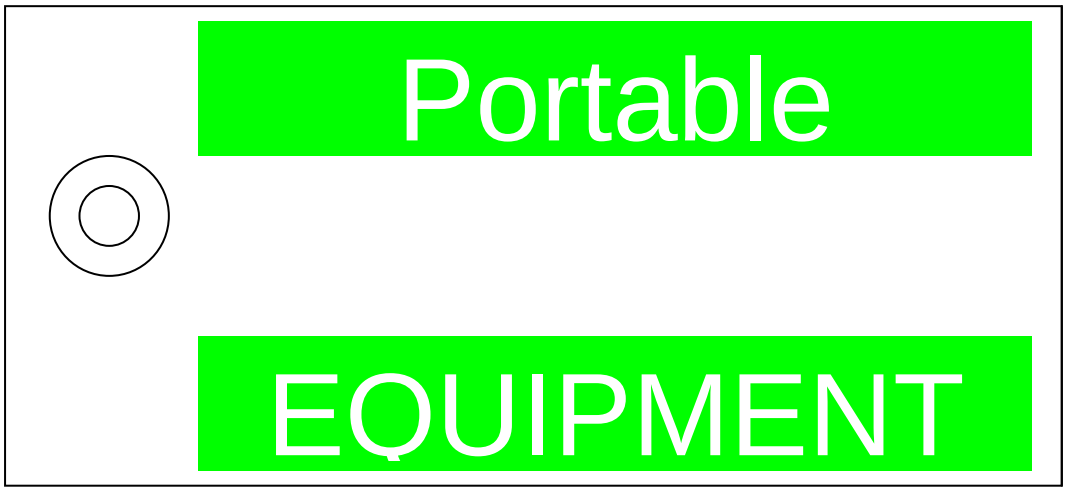
Appendices

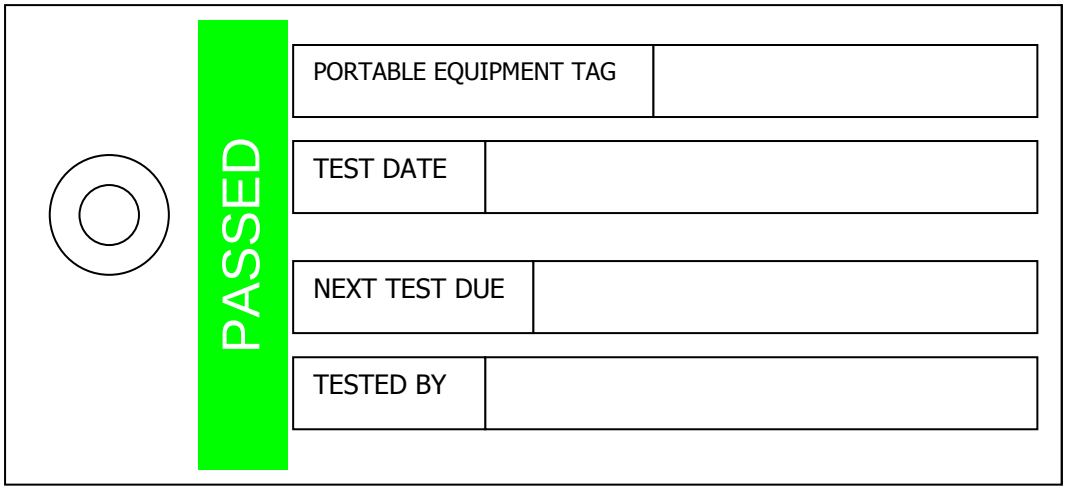
8.1 APPENDIX A- PORTABLE POWER OUTLET INFORMATION

Location	Duty	Voltage	Manufacturer	Socket Type	Plug Type
Sangachal Terminal	110v	110v / 50Hz / 1 phase / 16A	CEAG	GHG511 4304	GHG 511 7304 R0001
Sangachal Terminal (EOP)	220v	220v / 50Hz / 1 phase	Crouse Hinds	CPS 152-301-SA	CPP516 or CPP512
Sangachal Terminal (EOP)	380v	380V / 50Hz / 3ph + E	Crouse Hinds	SRD6424D	SP6463D or SP6465D
Sangachal Terminal	Welding Feeder	660v / 50Hz / 3 phase + earth / 63A	CEAG	GHG514 4405	GHG 514 7405 R0001
Shah Deniz Platform	110v	110v / 50Hz / 1 phase / 16A	CEAG	GHG511 4304	GHG 511 7304 R0001
Shah Deniz Platform	Welding Feeder	400v / 50Hz / 3 phase + earth / 63A	CEAG	GHG514 4506	GHG 514 7506 R0001
ACG Platforms	110v	110v / 50Hz / 1 phase / 16A	CEAG	GHG511 4304	GHG 511 7304 R0001
ACG Platforms	230v	230v / 50Hz / 1 phase / 16A	CEAG	GHG511 4306	GHG 511 7306 R0001
ACG Platforms	Welding Feeder	400V / 50Hz 3Ph + N + earth / 63A	CEAG	GHG514 4506	GHG 514 7506 R0001
Chirag	110v	110V / 50Hz / 1 phase	Lewden	PM16/520	PM16/500
Chirag	220v	220v / 50Hz / 1 phase	Crouse Hinds	CPS 152-301-SA	CPP516 or CPP512
Chirag	Welding Feeder	380V / 50Hz / 3ph + E	Crouse Hinds	SRD6424D	SP6463D or SP6465D
BTC	240V	240v / 50Hz / 1 phase	Stahl		
BTC	Welding Feeder	400V /50Hz 3Ph + N	Stahl	8146/5093	
SCP	110v		TBA		
SCP	Welding Feeder		TBA		
WREP	110v	110v/16A/1Ph+N+E	Mennekes/Lewden	BS4343	PM16/500
WREP	230v	230v/32A/1Ph+N+E 230v/16A/1Ph+N+E	Mennekes/Lewden Mennekes/Lewden	BS4343 BS4343	PM32/501 PM16/501
WREP	Welding Feeder	400v/ 63A 3Ph+N+E	CEAG	GHG 534 0002 R0716	GHG 534 2506 V0 6h
NREP	110v	110v / 16A	CEAG	GHG511 4304	GHG 511 7304 R0001
NREP	240v	240v / 16A	CEAG	GHG543 4306	GHG543 2306 VO
NREP (Shirvanovka and Siyazan)	Welding Feeder	380v / 3Ph+E	ABB	GHG534 1406 VO	
NREP (Sumgayit)	Welding Feeder	415v / 3Ph+N+E	Stahl	8578/11-506	
NREP (additional at Shirvanovka CCR)	240v	240v/ 16A	Legrand	Hypra (Legrand 052026)	
NREP (additional at Shirvanovka CCR)	Welding Feeder	380v / 3Ph+E	Legrand	Hypra (Legrand 053827)	
Supsa Terminal	110v	110v / 16A	CEAG	GHG511 4304	GHG 511 7304 R0001
Supsa Terminal	Welding Feeder	380V/ 63A	CEAG	ABB GHG 534 1506 CEAG GHG 534 0002 CEAG GHG 631 4606	GHG 534 2506 V0 6h
Supsa Terminal	24V	10h / 24v 16A	Legrand	ATX PC 16X-IP66	

8.2 APPENDIX B- PORTABLE APPLIANCE TEST LABELS SAMPLE

Available using the online reprographics request form. (web site)
http://baku.bpweb.bp.com/dep/admin/ofser/wprf/





8.3 APPENDIX C- EQUIPMENT INSPECTION CHECK SHEET

*Owner / suppler:			
*Equipment serial number:			
*Equipment description:			
*Equipment Hazardous Area Zone Classification:			
*Materials used with the equipment (i.e. fuel used etc)			
Propose Location			
Proposed location Hazardous Area Classification			
BP portable equipment tag number			
Re-Inspection Period:			
Date on site:		Date off site:	
On Site Manifest no:		Off Site Manifest no:	

	CARRY OUT THE FOLLOWING CHECKS:	YES	NO	NA
	Associated documentation (supplier)			
*1	Are maintenance records available and up to date?			
*2	Are operating and maintenance instruction/drawings supplied, applicable and legible?			
*3	Are calibration certificates supplied, applicable and in date?			
*4	Is the weight of the equipment identified			
*5	Is equipment certified for lifting and are certificates/ drawings/ method statements available, applicable and in date?			
*6	Are hazardous area equipment certificates supplied and applicable?			
*7	Are pressurised containers/vessels/PSV's certified and are certificates available, applicable and in date?			
*8	Is unit fitted with safety shutdown systems and if so are test certificates available?			
*9	Have the material data sheets been supplied with the associated COSHH assessment (ie fuels, ect)			
	General Inspection (Supplier)			
*10	Is unit fitted with spark arrestors?			
*11	Are all belts and guards correctly fitted?			
*12	Are there any signs of modifications to the equipment that could affect its mechanical integrity or its lifting capabilities?			
*13	Is equipment in good all round condition, (i.e. No oil leaks, diesel leaks, frayed belts, damaged hoses or fittings etc) and fully functional.			
*14	Is unit electrically protected and if so are settings correct?			
*15	Is all associated electrical equipment in good condition and correctly installed? (BS7671) (IEC60079 17)			
	Location / equipment selection considerations			
16	Is portable equipment a new safety critical element (SCE)?			
17	Does location of portable equipment impacting existing safety critical element (SCE)?			
18	Is associated equipment certified for use in the proposed hazardous area (ie equipment and intakes and exhausts are correctly sited)			
19	Does the sited equipment effect any of the SCE (ie evacuation, escape routes, ventilation, weigh control)			
20	Does the equipment have adequate electrical bonding to the site earthing system?			
	Function Test			
21	Is unit tied into platform shutdown system and been tested?			
22	Do all interlock systems work correctly			
23	Is unit fitted with over speed/rig saver protection and if so does it work correctly?			
24	Have safety shutdown systems been tested? (ie shutdowns, trips, etc)			
25	Has electrical equipment with plugs been pat tested			
26	Confirm that no miscellaneous flammable material stored in the machine			

Comments

	*Supplier	Electrical	Mechanical	Instrument/ F&G	Telecomms	Area Authority
Name						
Signature						
Date						

Note 1: If the equipment if replace due to breakdown before completion of task, the assessment must be completed again for replacement equipment
Note 2: On completion of inspection, this form together with an certification should be return to the portable equipment site coordinator for entering portable equipment into the portable equipment register
Note 3: Where indicated with a * the supplier should complete this certificate before dispatch and send it with the equipment document pack

8.4 APPENDIX D - TRANSPORTABLE AND PORTABLE EQUIPMENT USER INSPECTION CHECK SHEET

OWNER / SUPPLER:	
EQUIPMENT NUMBER:	
EQUIPMENT DESCRIPTION:	
DATA OF INSPECTION	

Inspection	**YES**	**NO**	**Comment**
Is there any obvious damage to the equipment or supplying cable			
Is the plug damaged, for example is the casing cracked or pins bent			
Are there inadequate joints, including taped joints in the cable			
Is the outer sheath of the cable secured effectively when it enters the plug or the equipment			
Has the equipment been subjected to conditions for which it is not suitable			
Is there any damage to the external casing of the equipment of are there any loose parts or screws			
Is there any evidence of over heating (burn marks or discoloration)?			
Confirm that no miscellaneous flammable material stored in the machined			
If the answer to any of these questions is 'yes' the equipment should be isolated and reported immediately			

8.5 APPENDIX E - INSPECTION CHECK SHEET FOR DIESEL ENGINES

	INSPECTION OF DIESEL ENGINES		**Supplier:**						**Unit No.**		
			Unit Description:								
			Location:						**Page No:**		
	Parameter		**Inspection at Suppliers works**	**Post Arrival Checks**	Periodic Function Check every 4 weeks (28 days)						
					4 weeks	**8 weeks**	**12 weeks**	**16 weeks**	**20 weeks**		
	Coolant Temperature Trip Operates at ^{o}C										
	Low Lube Oil Pressure Trip Operates at barg										
	Engine Vibration Trip										
	Unattended Operation	High Exhaust Temperature Trip Operates at ^{o}C									
		Over speed Trip Operates at RPM									
		Exhaust Gas Temperature at Exit to Atmosphere ^{o}C									
		Manual Emergency Stop Operation									
		Does the engine meet the requirements of BS EN 1834 1 2000 and is it suitable for hazardous areas									
		110v Fuel solenoid shutdown valve or volt free tripping contacts fitted									
		Confirm that no miscellaneous flammable material stored in the machined									
		Normal Stop Operation									
		Lifting Certification Renewal									
	Attended Operation	Name of Owner representative in attendance									
		Date of Inspection									
		Site Inspector									
		Location of Unit									
	NB – Completion of hatched areas is optional										

8.6 APPENDIX F – AUDIT PROTOCOL

Audit Protocol					
Audit Title:	**Control of Portable and Transportable Equipment**	**Location:**		**AZSPU HSSE Ref:**	**HSSE-DOC-**
Auditor Name and Position:		**Date:**			

Item	Standard	Findings	Evidence	Remedial Actions Required
1	Are procurers aware of their responsibilities as per the document			
2	Have personnel been nominated for controlling hired and transportable equipment at site?			
3	Are these personnel aware of their responsibilities as per this document; is there evidence of implementation of the procedure?			
4	Is there evidence on site that the procedure is being followed			

Audit Protocol					
Audit Title:	**Control of Portable and Transportable Equipment**	**Location:**		**AZSPU HSSE Ref:**	**HSSE-DOC-**
Auditor Name and Position:		**Date:**			

Item	Standard	Findings	Evidence	Remedial Actions Required
5	How effective do you consider this audit procedure to be?			
6	Does this document need to be amended?			
7	Are there any outstanding actions incomplete from the previous audit?			