

Title: Control of Portable and Transportable Equipment Hired Equipment supplier Specific Inspection Requirements	Doc No: AZSPU-HSSE-DOC-00289-2	
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Control of Portable and Transportable Equipment Hired Equipment Supplier Specific Inspection Requirements

AZSPU-HSSE-DOC-00289-2

This document to be as a supplement to AZSPU-HSSE-DOC-00153-2
For suppliers of Hired Equipment

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Revision History

December 15, 2010	Central Engineering Senior Authority Chris Houghton	Electrical Technical Authority Yvonne Hepburn	First issue

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Purpose

The purpose of this document is to provide a guideline for suppliers of hired equipment and is as a supplement to AZSPU-HSSE DOC-00153-2 the control of portable and transportable equipment. The intention of this document is to make clear the inspection requirements for hired portable and transportable equipment failure to comply with this may lead to equipment being rejected on delivery

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.

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Roles and Responsibilities

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.
- Suppliers to arrange for a competent Inspector to Complete the Equipment Check Sheet and if applicable the Inspection Check Sheet for Diesel Engines
- Supplier to submit the inspection report to the company with the equipment

Note; the check sheet to be completed by a competent inspector (competent inspector to agreed with the company)

Note without completed check sheets the equipment may be rejected

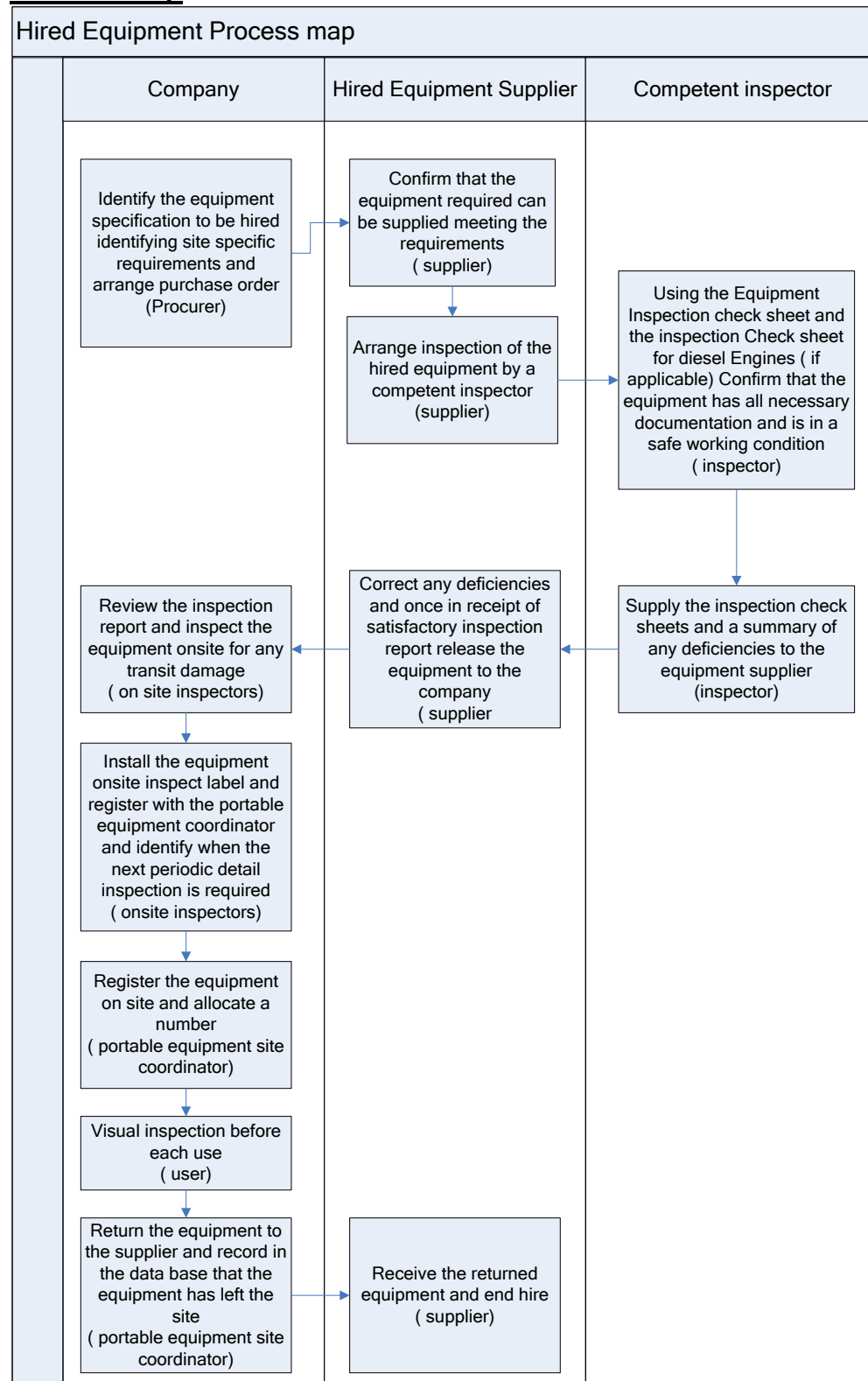
Inspector

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

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Process Map



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Applicable to

Hired Equipment Supplier for All sites / Installations
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Check Sheets

Equipment Inspection Check Sheet

*Owner / supplier:			
*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

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

Note 1: If the equipment is replaced 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 returned 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

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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		
	Unattended Operation	Coolant Temperature Trip Operates at °C								
		Low Lube Oil Pressure Trip Operates at barg								
		Engine Vibration Trip								
		Attended Operation	High Exhaust Temperature Trip Operates at °C							
			Over speed Trip Operates at RPM							
			Exhaust Gas Temperature at Exit to Atmosphere °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								
		Name of Owner representative in attendance								
		Date of Inspection								
	Site Inspector									
	Location of Unit									
	NB – Completion of hatched areas is optional									