

DISCLAIMER: These Standard Operating Procedures (SOP's) are for the exclusive use of Navy Public Works Center (PWC) Norfolk. They are promulgated as guidance for their NAVFAC Commands. If intended to be used by other activities, they must be tailored to each activity's particular requirements and must be reviewed/approved by the activity's safety professionals prior to use.

ENTERING ABOVE GROUND VAULT ON PIER

Purpose:

PWC above ground vault entry SOP.

Potential Energy Sources:

Auxiliary power, control power, transformer, primary switches.

Tools and PPE:

Leather gloves, class 0 gloves, safety shoes, safety glasses, turtleback locking bars, voltmeter, tic tracer, socket wrenches, locks, red tags, Nomex coveralls and hoods.

References:

1. PWC Safety Manual lockout/tagout procedures.
2. NFPA 70E table A for approach distances.
3. OSHA 1910.333 safe working practices.

Procedure:

1. Verify the vault has been certified within one year by checking the vault certification sticker, which is located at the turtleback. Do not continue if the vault is not certified since, all vault equipment will have to be de-energized to proceed.
2. Open all shore power secondary feeder breakers and then open all secondary main breakers from the remote operators located at the turtleback. Wear leather work gloves, hard hat, and eye protection. Beware of obstructions around the turtleback.
2. Test the Tic tracer on an energized circuit to verify proper operation. Verify shore power plugs are deenergized with tic tracer or voltmeter. Remove shore power plugs and lock and tag the turtleback. Wear leather work gloves and use two man rule.
3. Nomex coveralls will be worn while in the vault. Test switchgear with a potential tester to verify it is deenergized from the load side of the main breaker. Wear nomex coveralls and hoods, safety glasses, and class 0 gloves. Use two man rule and proper lifting techniques when removing switchgear covers. Nomex hoods may be removed upon verifying secondary is deenergized.

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4. Apply an auxiliary heat source to the switchgear if it is to remain deenergized for more than 24 hours. Use GFI cord for plugging into the heater.

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