

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.

**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

TITLE
INDUSTRIAL POWER CONNECT/DISCONNECT

PROCEDURE NUMBER
623 ELE 11

SIGNED: _____

(DATE)

APPROVED: _____

(DATE)

SAFETY PROFESSIONAL: _____

(DATE)

MANAGEMENT OFFICIAL: _____

(DATE)

REVISION

B

INDUSTRIAL POWER CONNECT/DISCONNECT

Purpose:

Ship to shore industrial user connection.

Potential Energy sources:

Turtleback 480 volts.

Tools and PPE:

Nomex coveralls, work gloves, electrical safety shoes, meggar.

References:

1. NFPA table A for approach distances.
2. Occupational Health and Safety act, 1978.

Procedure:

Steps 1-4 are for the industrial user, IU.

1. The IU will contact the PWC Ship Support Office at 445-7447.

2. The Ship Support Office will coordinate the connect/disconnect time between Work Center 623(Shore Power) and the IU.

3. The IU will meet the Shore Power electrician at the connect/disconnect location and coordinated time.

4. **** The IU must complete the following to receive PWC services***

a. The IU must give the Ship Support Office 24 hours notice for any power connection/disconnection.

b. On piers 21, 22, and 23 the IU must supply the Shore Power electrician with the yellow tags provided and signed by Squadron Six or Eight.

B> c. The IU will provide a connecting device which meets all applicable articles of the NEC(See article 240-21.b) and can be connected to shore power with a positive locking connector for 500 MCM cable. [The IU will provide a box containing female camlock connectors, a circuit breaker or fused disconnect properly sized to protect IU's feeder cable and equipment, feeder cable which can be used in an exposed outdoor industrial environment such as cable protected in a PVC jacket.]

B> d. The IU's equipment must be ground free(greater than 3 megohm). IU will test his/her equipment with a 1000 volt insulation resistance tester phase to phase and phase to ground. The IU will provide PWC ship to shore electrician with a sheet of paper with the following:

- Company and phone number.
- IU representative.
- Ohmic result of insulation resistance test.
- IU representative's signature.

Steps 5-9 are for the PWC HV electrician. **All PPE must be worn.**

5. Make contact with IU. Get IU's paper and insure all information and IU's signature are complete.

INDUSTRIAL POWER CONNECT/DISCONNECT

6. Inspect IU's connection to ensure safe.
7. Perform a 1000 volt insulation resistance test with a meggar on the connection from the plug up to the IU's circuit protection device. (Values shall be greater then 3 Megaohm).
8. On piers 21, 22, 23 collect yellow tags. Hang yellow tags and PWC white tags on turtleback. Complete information on white tags.
9. Hang plug and energize the breaker at the IU's request.