

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**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

**TITLE
PIER TURTLEBACK
PREVENTATIVE MAINTENANCE**

**PROCEDURE NUMBER
622.4 ELE 15**

SIGNED: _____

(DATE)

APPROVED: _____

(DATE)

SAFETY PROFESSIONAL: _____

(DATE)

MANAGEMENT OFFICIAL: _____

(DATE)

REVISION

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PIER TURTLEBACK PREVENTATIVE MAINTENANCE

DISTRIBUTION

CODE	REV/DATE						
620							
622							
610							
610.E1							
601A							
30A							
09A							
216							
226							
236							
622.4							

PIER TURTLEBACK PREVENTATIVE MAINTENANCE

Purpose:

Procedure to perform preventative maintenance on a pier vault's turtleback. The pier vault will be de-energized and properly prepared for entry per reference SOPs prior to PM work. The vault will be re-energized per reference SOPs after PM is complete.

Potential Energy Sources:

1. 120/240 volt temporary control power to turtleback.
2. 480 volt turtleback receptacles.

Tools and PPE:

Tools: Small hand tools, cleaning equipment, and voltage tester. PPE: Safety glasses, work gloves, and safety shoes.

References:

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment; Subpart R, Electrical Power Generation / Transmission / Distribution; Subpart S, Electrical
3. SOP WC 622 HVE 013, Hazardous Energy Control(Lockout/Tagout)
4. SOP 600HVE2, Entering Above Ground Vault On Pier
5. SOP 600HVE4, Entering Below Pier Electrical Vaults
6. SOP 600HVE8, Electrical Manhole Entry
7. SOP 600HVE3, Exiting Above Ground Pier Electrical Vaults
8. SOP 600HVE5, Re-Energizing Below Pier Electrical Vaults.
9. SOP 622,4 ELE 12, Shore Power Low Voltage Circuit Breaker Maintenance - Annual Maintenance.
10. SOP 622.4 HVE 1, Tapping 120/220 Volt Temporary Control Power in Below Pier Vaults.

Procedures:

(Repair or replace all deficiencies found.)

1. Inspect turtleback for physical damaged, broken or damaged doors, rusting and water leaks.
2. Inspect receptacle doors for damage.

PIER TURTLEBACK PREVENTATIVE MAINTENANCE

3. Inspect the receptacles for overheating, cracks or other such damage. Check receptacle contacts.
4. Clean receptacle contacts.
5. Inspect control push buttons, key switches, and lights.
6. After all vault switchgear breakers have been PMed and placed back in the switchgear, close and trip all breakers from the turtleback control station.
7. Trip all breakers via the receptacle micro switches.

END