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

**STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS**

**TITLE**  
**REPLACE SWITCHGEAR HEATER**

**PROCEDURE NUMBER**  
**WC 622 HVE 019**

**DISTR:**  
**601A**  
**610**  
**620**  
**WC 622**  
**WC 624**

**SIGNED:** \_\_\_\_\_  
**(DATE)**

**APPROVED:** \_\_\_\_\_  
**(DATE)**

**SAFETY PROFESSIONAL:** \_\_\_\_\_  
**(DATE)**

**MANAGEMENT OFFICIAL:** \_\_\_\_\_  
**(DATE)**

**DATE:** \_\_\_\_\_ **REVISION DATE:** \_\_\_\_\_

## REPLACE SWITCHGEAR HEATER

### **Purpose:**

Procedure to replace a heater in a switchgear enclosure.

### **Potential Energy Sources:**

1. 220 or 120 VAC energized parts.
2. 125/48/24 VDC energized parts.

### **Tools and PPE:**

Tools: Multimeter and assorted hand tools. PPE: Work gloves.

### **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

### **Procedures:**

1. Open cabinet doors and/or swing panels. Properly secure the doors and/or swing panels. Note that AC and DC control voltages may be on the backs of the doors and/or swing panels.
2. Identify the damaged heater; check, and notate, it's supply voltage.
3. Open the entire switchgear, or cubicle, heater breaker. Place a Danger Hold tag on the breaker as per SOP WC 622 HVE 013.
4. Test to verify the AC power to the faulty heater has been cut off.
5. Disconnect the failed heater's electrical connections and then remove the bad heater.
6. Install a new heater and connect the power supply to it. The new heater should have the same voltage and wattage as the old, failed unit.
7. Clear and remove the heater's power source's Danger Hold tag.
8. Close the heater breaker and check the heater's voltage and operation. Be sure not to burn yourself on the hot heater.
9. Close the cabinet doors and/or swing panels.