

BP OIL -- TOLEDO REFINERY

Document Type: Procedure	Area: Refinery Wide	Reference No.: SAF 094
Effective Date: April 16, 2012	Entry of Analyzer Shelters	Revision No.: 1
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SCOPE	This procedure provides guidance on entry of analyzer shelters in process units.
HEALTH Special PPE & Special Hazards	Normal PPE
SAFETY	
REFERENCE DOCUMENTS	SAF 023 – Using Direct Reading Gas Testing Equipment MAINT-IE-001 – Fixed Ambient Monitor Verification Program
SPECIAL MATERIALS & EQUIPMENT	4 Gas Tester Sample probe and tubing
QUALITY	N/A
ENVIRONMENTAL	N/A

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OVERVIEW

Analyzer shelters are used throughout the refinery to house process analyzers. These systems require that process gases be brought into these shelters. Verification of safe atmosphere within the shelter is required prior to entry to any analyzer shelter. Entry to analyzer shelters is restricted to those personnel who are required to perform work within the shelter.

- 1.0 Requirements
- __1.1 Prior to entering or working in an analyzer shelter, all personnel must follow unit sign-in and control of work procedures. Analyzer shelters are equipped with doors with locks. The doors to the shelters are to be locked except when personnel are required to work inside the shelters. Keys to the locks are controlled.
 - __1.2 Keys to the shelters have been issued to the following individuals or groups – Analyzer mechanics, Analyzer Supervisor, Analyzer Specialist, Analyzer engineer, Asset Shift Supervisor, Individuals performing ambient monitor testing and maintenance.
 - __1.3 Potential hazards are identified on the shelter doors. Prior to entering an analyzer shelter, the atmosphere must be tested for the posted hazards using either:
 - 1) A portable gas detector capable of determining oxygen deficient atmospheres and toxic gases. A test hole is located on or near each entry door for insertion of a test probe. Testing is required prior to unlocking the door.
 - 2) Some shelters are equipped with continuous oxygen, combustibles, or toxic gas monitors and a test system. A system test button is provided for these systems to verify that the all sensors are functioning properly. If the system does not function properly, then a portable monitor must be used as described above.
 - 3) Some shelters are equipped with continuous oxygen, combustibles, or toxic gas monitors but no test system. A portable monitor must be used to test these shelters as described above.
 - __1.4 If access is required to an analyzer shelter and personnel who have been issued a key are not available, then Security should be contacted. Security will sign-out a key to the person requesting access to the analyzer shelter. The person who signs out the key is required to test the atmosphere of the shelter in accordance with SAF 023, “Using Direct Reading Gas Testing Equipment” as described above prior to unlocking the shelter door. The person who signed-out the key is responsible for returning the key to Security.
 - __1.5 If testing or the continuous sensors indicate an unsafe atmosphere within the shelter, appropriate measures should be taken to isolate the flow of process gases to the shelter and the shelter should be adequately ventilated and retested prior to entering. Personnel working in a shelter should have an appropriate monitor with them at all times if the shelter is not equipped with fixed monitors. If the personal or fixed monitors go into alarm, personnel should immediately exit the shelter, and notify the analyzer department of the problem.

- __1.6 An alarm condition on any analyzer shelter could indicate a problem within the shelter or in the area surrounding the shelter. Caution should be exercised in approaching any shelter with flashing beacon.

- __1.7 Training and use of portable gas detectors shall be in compliance with SAF 023 – Using Direct Reading Gas Testing Equipment. Fixed ambient monitors within the analyzer shelters shall be tested in compliance with MAINT-IE-001 - Fixed Ambient Air Monitor Verification Program.

Revision history

The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months.

Date	Revised By	Changes
4/16/12	Dybowski & Hasbrouck	Don Dybowski reviewed procedure to confirm it was still accurate. Minor change to 1.3 to clarify the wording, but no other changes. No MOC was completed because there were no changes in the requirements of the procedure. Added new header and revision history.

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