

# STANDARD OPERATING PROCEDURE

Facility Construction

SOP No:001

SOP Title: Layout Facility

SOP Number #001

SOP Title Layout Facility

	NAME	TITLE	SIGNATURE	DATE
Author	Safety Team	Safety Department		
Reviewer	Upper Management	Safety Committee		
Authorizer				

Effective Date:	
Review Date:	

READ BY			
NAME	TITLE	SIGNATURE	DATE

**1. PURPOSE**

- This procedure is a guideline on the proper way to layout a facility for construction. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as the regulations set forth by our clients.

**2. INTRODUCTION**

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the proper procedure to follow laying out a facility for construction.

**3. SCOPE**

- This procedure has been set in place for BBGCI personnel who will be performing operations for laying out a facility for construction.

**4. DEFINITIONS**

- Layout – Use marking paint, string and nails to create ground marks for facility equipment and piping
- One Call - a system through which a person can notify owners/operators of lines or facilities of proposed excavations.
- Line Locate – to determine existence of underground utilities.
- Plot Plan – diagram which shows facility equipment and piping designed location.
- Data Point – beginning reference point established on plot plan
- String Line – string installed a couple inches above ground (on nails) to establish reference points

**5. RESPONSIBILITIES****BBGCI Personnel**

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work prior to beginning task.
3. Maintain good communication with all employees involved in this process.
4. Properly inspect all tools before use.
5. Make sure One Call (along with BBGCI line locator) is valid and all utility owners have given “all clear” responses
6. Understand Line Locate Map and Plot Plan

## 6. SPECIFIC PROCEDURE

### Layout Facility

*(Personnel Involved: BBGCI Personnel)*

1. Before work can commence, a one-call must be made with an all clear from all participating utilities. Properly complete all JSEA's and work permits from the client for ground disturbance then conduct a safety tailgate meetings.
2. Properly inspect all tools to be used.
3. Establish the scope of work and ensure everyone knows their specific job duty.
4. Survey crew obtains Data points from client specifications.
5. Verify Elevation and starting point. Then run string line parallel from data point.
6. Identify and establish locations for ingress/egress, security guard shack, muster points, parking lot, employee break area, and designated smoking area.
7. Measure from string line and use marking paint to mark location of equipment placement and piping with support pillars (Also including office trailers, tool storage units, ect...)

## 7. JOB RELATED HAZARDS

### ***Slips, Trips and Fall Hazards:***

- Working and walking on uneven surfaces or rocks
- Protruding obstructions, anchor rods, nails and string line, etc

### ***Wildlife***

### ***Heat Stress***

### ***Pinch Points and Line of Fire Hazards:***

- Using hand tools
- Struck by hammer/tools
- Unidentified underground utilities

### ***Muscle Strain:***

- Bending over to install nails in ground
- Bending over to paint marks on ground

**8. REQUIRED PPE**

- Hard hat
- Safety Glasses
- Steel Toe Boots/ Safety Toe Shoes
- Gloves
- Fire Resistant Clothing (Site Specific)
- Personal Gas Monitors (Site Specific)

**9. FORMS/TEMPLATES TO BE USED**

- JSEA
- Work Permits (If Required)
- Client Required Forms

**10. INTERNAL AND EXTERNAL REFERENCES****10.1 Internal References****10.2 External References****11. CHANGE HISTORY**

SOP no.	Effective Date	Significant Changes	Previous SOP no.