

## Berry Bros. General Contractors, Inc.

### Standard Operating Procedures for Setting Drives

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Prior to starting work the following safety guidelines should be followed:

- Don appropriate PPE (Gloves, Hardhat, Steel Toe Boots, Eye Protection, and Hearing protection if required)
- Workplace should be clear and free of any items that could create possible slips and or trips, or introduce debris to the environment and remain in this condition throughout the duration of the job.

Setting drives will be done using a truck mounted mini crane. For operation procedures refer to the Mini Crane SOP.

Before work commences all JSEAs and Safe Work Permits must be completely filled out and signed off on by the job supervisor for the company, and the client.

Inspect the wire rope slings to be used with the Mini Crane using the sling inspection form, and make sure they are on the sling registry, and have a current copy of the sling registry on location. All registry tags on the sling should be intact and legible.

Attach approved tag line to the side of the drive to allow ground personnel to control the load.

Using the truck mounted mini crane pick the drive up utilizing the designated lifting points mounted on the drive. Set drive in place in accordance with the client provided drawings. While still attached to the crane the drive should be attached to concrete support blocks in accordance with client provided drawings. If anchors are specified by the client's drawings and a power drill must be used – refer to the drilling SOP.

After the drive is mounted and secured in place disconnected the truck mounted mini crane, and store the crane.

After the crane is stored you should now either knockout the existing holes provided, or create the entrance holes according to your entrance hub size (such as a myers hub) using a knockout set or hole saw. If using power drills to create your holes refer to the drilling SOP. After creating the entry hole in either the side or bottom of the drive (according to the client's drawings and/or drive manufactures installation instructions) install your entrance hub, and cable connector, and route cable into the connector.

Prepare wires for termination into the line and load side of the breakers or distribution blocks. A vital part of preparing wires for termination into breakers is identifying all wires using phase tape or another NEC and client approved method.

Install any communication cables using the same methods, and ensure they are also labeled in accordance with the NEC and client's drawings.

The drive should be grounded in accordance with the NEC and client's provided drawings.