

**SOP Number**    **WSF- 010**  
**SOP Title**        **Setting Separators**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>SOP no.</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Previous SOP no.</b>
<b>010</b>			

## 1. PURPOSE

- This procedure is a guideline on the proper way to set separators for facility 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 while setting separators for facility construction.

## 3. SCOPE

- This procedure has been set in place for BBGCI equipment operators, spotters, and supporting personnel who will be performing operations for setting separators for facility construction.

## 4. DEFINITIONS

- Separator - a large vessel designed to separate production fluids into their constituent components of oil, gas, and water.
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel or equipment.
- NCCCO – National Commission for the Certification of Crane Operators, a nationally recognized crane operator certification.

## 5. RESPONSIBILITIES

### Qualified Spotter

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work and the hazards involved in his/her specific job duty.
3. Maintain good communication with the Equipment Operator and supporting personnel at all times.
4. Ensure that the buffer zone is free of any unauthorized equipment or personnel at all times.
5. Maintain a safe working distance away from any mobile equipment while work is in progress.
6. Be aware of traffic and pedestrians and make sure the equipment operator knows when equipment or a vehicle is approaching.

### Qualified Crane Operator (NCCCO Certified)

*(Equipment includes: Crane)*

1. Participate in tailgate meeting and JSEA.
2. Complete equipment inspection.
3. Understand the scope of work prior to beginning work.
4. Establish good communication with the spotter prior to beginning work.
5. Commence work and maintain safe operations.

Qualified Rigger

1. Participate in tailgate meeting and JSEA.
2. Inspect all lifting devices and make certain of capacities.
3. Maintain a safe working distance away from any mobile equipment while work is in progress.
4. Understand the scope of work prior to beginning task.
5. Use proper rigging techniques.
6. Maintain good communication with all employees involved in this process.

Supporting Personnel

1. Participate in tailgate meeting and JSEA.
2. Maintain a safe working distance away from any mobile equipment while work is in progress.
3. Maintain safe distance from overhead loads.
4. Understand the scope of work prior to beginning task.
5. Maintain good communication with all employees involved in this process.

## **6. SPECIFIC PROCEDURE**

Setting Seperator

*(Personnel Involved: Crane Operator, Spotter, Qualified Rigger, and Support Personnel)*

1. Before work can commence, properly complete all JSEA's, work permits, safety tailgate meetings, and equipment inspections and Client required forms or questionnaires.
2. Equipment inspections will be completed by qualified personnel.
3. Establish the scope of work, and ensure everyone knows their specific job duty.
4. Establish safe work area for crane taking into consideration swing radius and capacity as well as safe distances from any existing equipment.
5. Position truck and trailer in safe location for separator to be offloaded. When truck is in position driver will be outside of cab at safe distance before lift can commence.
6. Using proper lifting devices, qualified rigger will begin to rig up to the separator.

7. Spotter will maintain safe buffer zone and inform operator when it is safe to begin work.
8. Tag lines will be used to make sure load is stable and to make sure personnel are not in line of fire.
9. When separator is lifted and clear of trailer. Driver will be directed to return to cab and move truck from lift zone following spotter directions.
10. Separator will be lowered closer to ground, and moved into place. When separator is close to position and lowered within 6" of ground support personnel will position separator while making sure all body parts are not in line of fire.
11. Spotter will make sure all personnel are out of line of fire before directing operator to lower separator into place.
12. Lifting devices will be removed and stored properly.
13. Crane will be rigged down and removed from work area.

**7. JOB RELATED HAZARDS**

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

- Inspecting equipment
- Climbing on and off equipment.
- Walking on uneven surfaces or rocks

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

- Moving equipment
- Walking in unauthorized work areas/ buffer zone
- Walking near suspended loads

*Note: Raised crane boom is considered suspended load.*

**8. REQUIRED PPE**

- Hard hat
- Safety Glasses
- Steel Toe Boots
- Gloves
- Reflective vest for spotter
- Fire Resistant Clothing (FRC's)
- Personal Gas Monitors (Site Specific)

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

- JSEA

- Work Permits (If Required)
- Equipment Inspection Forms
- Client Required Forms

**10. INTERNAL AND EXTERNAL REFERENCES**

**10.1 Internal References**

**10.2 External References**

**11. CHANGE HISTORY**