

## USPL Checklist: AO/AOD Heavy Equipment OJT

Student Name:	Evaluated By:
Student ID:	Evaluator Signature:
Evaluation Date:	

**Description:** Employees need to complete all of the tasks listed below under the supervision of a qualified Asset Operator (AO)/ Asset Operator Designee (AOD).

<p><b>1. POLICIES</b></p> <p>Read the following policies/procedures and discuss the roles and responsibilities of the Asset Operator (AO) and/or Asset Operator Designee (AOD) with a qualified AO:</p> <ul style="list-style-type: none"> <li>– ATW Policy</li> <li>– Level 2 HITRA Procedure</li> <li>– Cold Work Policy</li> </ul>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p><b>2. ATW POLICY</b></p> <p>Demonstrate completing the ATW form with input from the Performing Authority and the Workforce.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p><b>3. ATW POLICY</b></p> <p>Demonstrate reviewing the Level 2 HITRA to verify that the scope is appropriate, permits have been identified, and that it has been properly approved.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p><b>4. ATW POLICY</b></p> <p>Demonstrate reviewing and verifying that permit conditions are deemed acceptable for the defined scope of work and affected equipment.</p> <p>Demonstrate issuing the permit to the Performing Authority or can delegate permit issuance to the AOD.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p><b>5. ATW POLICY</b></p> <p>Discuss determining if changes can be made to a permit if permit conditions are exceeded or if the permit should be cancelled and a new permit issued.</p> <p>Demonstrate making changes to the permit by documenting their approval of the changes by initialing the changes where they are documented on the permit.</p> <p>Discuss making changes to permits issued by telephone.</p> <p>Discuss determining if changes to the Level 2 HITRA are necessary and how to facilitate those changes as the HITRA Leader prior to approving the changes to the permit.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>6. ATW POLICY</p> <p>Describe receiving expired permits from the Performing Authority(s) and verify that the work written on the permit(s) has been completed.</p> <ul style="list-style-type: none"> <li>Demonstrate documenting the expiration time on the permit(s) and on the ATW form in Section C.</li> </ul>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>7. ATW POLICY</p> <p>Describe updating the Permit Register when a permit is issued and then when it expires.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>8. HEAVY EQUIPMENT</p> <p>Demonstrate reviewing and issuing a Cold Work Permit to the Performing Authority for Heavy Equipment.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>9. HEAVY EQUIPMENT</p> <p>Discuss the conditions that require a Cold Work — Heavy Equipment Permit.</p> <p>Where there is risk of damage to underground or above ground:</p> <ul style="list-style-type: none"> <li>Piping</li> <li>Equipment</li> <li>Overhead electrical utility lines</li> <li>Structures</li> <li>Personnel involved.</li> </ul>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>10. HEAVY EQUIPMENT</p> <p>Define Heavy Equipment and give examples.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>11. HEAVY EQUIPMENT</p> <p>List the precautions required to be verified for issuance of a Cold Work — Heavy Equipment Permit:</p> <ul style="list-style-type: none"> <li>An assessment of routing, ground cover, surface and above-ground obstructions to identify potential hazards and planned precautions shall be made before movement of the equipment.</li> <li>If heavy equipment is to be moved over buried pipelines off established facility roadways or over pipeline right of ways, an evaluation of the weight of equipment footprint, soil conditions and pipeline depth in relation to planned work shall be made. An evaluation shall be performed by Engineering if there is lack of experience with the crossing or uncertainty as to the safety of the work.</li> </ul>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
<p>12. HEAVY EQUIPMENT</p> <p>Describe the process for controlling the movement of heavy equipment by third parties on, over, or near BP installations.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>

<p>13. COMPLETION</p> <p>The above named employee has been successfully completed the OJT tasks listed above and is ready for the Practical exam.</p>	<p>Comments</p>	<p>N/A <input type="checkbox"/></p> <p>Met: <input type="checkbox"/></p>
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