Pre-Job Checklist for Platform Removal

#	Project Title: _____ Date: _____ Location: _____	Verified: Checked, (NA) or Other	Verified: Initial & Date
	SITE VISIT AND/OR DATA COLLECTION		
1	Major lifts have been identified and weights estimated		
2	Preliminary sequence of lifts has been identified		
3	Pad eye location, condition and orientation has been noted for each lift. Requirement for NDT noted where necessary		
4	Pad eye accessibility has been noted for each lift, restrictions identified		
5	Any unusual lift rigging other than equal length single point lift rigging, (spreaders, unequal sling length, etc.) required has been identified		
6	Lifts that require engineering analysis have been identified (e.g., lifts that will be removed in a different manner than installed--split decks, jacket, field additions to lift that change CG, etc.)		
7	The requirements for temporary work platforms (e.g., for access to the tie downs, rigging to pad eyes, etc.) have been identified. Possible anchor points for 100% tie-off when fall protection is required are identified if accessible. If not accessible during site visit, will be done during On-Site Job Preparations.		
8	Skid tie down methods and locations (clips, seal weld, pads, etc.) noted for each lift		
9	The tie down welds that are to remain on skids designated for removal are marked with high visibility yellow paint and no skid shall be 100% cut loose until the lift is rigged. The PIC will verify and contractor will ensure adherence throughout the duration of the job.		
10	Cantilevered skids must have 50% of total tie down weld remaining on the tension side of the skid until the skid is rigged. Cantilevered skid tie down welds on the tension side of the skid must not be cut until the skid is rigged. The tie down welds that are to remain are marked with high-visibility yellow paint. The PIC will verify and contractor will ensure adherence throughout the duration of the job.		
11	If any skid tie downs are not accessible for marking during site visit, a marking step is required in the job procedure		
12	Piping, electrical and instrumentation that connect individual lifts and that are required to be severed has been noted		
13	Number, size and location of conductors has been noted		
14	Number, type, size and location of connections between deck and jacket has been noted (e.g., pump casing, drains, risers)		
15	Photographs have been taken, identified and are to be used in the JSAs/safety meetings		
16	Platform condition has been noted and suspect areas identified. Previous cuts made prior to site visit are noted on site visit. Heliports are not to be used as temporary storage or work decks.		
17	Platform hazards have been identified and appropriate mitigation actions identified (e.g., grating corroded, barricades or cordoning needed)		
18	Platform crane condition has been verified and information relayed to contractor (inspected, usable, out of service, etc.)		

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		Doc. No.:	SEMS
		Rev. No.:	0
		Page:	

PRE-JOB MEETING

19	All applicable permits and approvals have been received from regulatory agencies and provided to Contractor. Conditions of approval included in the approved permits have been discussed.		
20	Receipt of all bid documents, available drawings, pipeline maps, well schematics, and info furnished with bid to Contractor has been verified		
21	MSA, Bridging Agreement, Self-Evaluation forms have been executed		
22	Discussed ETA and job timing		
23	Discussed anchor procedures and pipeline crossing requirements		
24	Verified whether there is a need for third-party inspector for pipeline crossing requirements		
25	Discussed qualifications in the bid		
26	Discussed extra work notification procedures		
27	Discussed weather standby and base standby locations for tropical weather		
28	Discussed need for temporary nav-aids if leaving location		
29	Discussed disposition and ownership of materials		
30	Received, reviewed, discussed Job Book including the following included parts of the assembled book:		
a	job procedure		
b	site visit report by contractor		
c	contractor's hazard analysis report		
d	subcontractors list		
e	equipment and personnel list (CBg, tugs, cutting, diving, etc.)		
f	anchor layouts with anomalies shown (if present)		
g	platform drawings, skid and related drawings		
h	photographs		
i	rigging arrangement for each major lift		
j	rigging certification for major lifts		
k	lift drawings for major lifts showing capacity, boom clearance, and hook height		
l	engineering calculations of lift weights (where needed)		
m	engineering calculations of pad eye analysis of all major lifts (and where needed--ex: lifts removed differently than installed, modified after installation, etc.)		
n	cargo barge layouts		
o	tie down drawings		
p	transport and tie down calculations		
q	welder certification		
r	contractor and operator contacts names, numbers, email, other contact info		
s	emergency response names, numbers, other contact info		

		Doc. No.:	SEMS
		Rev. No.:	0
		Page:	

31	Discussed general requirements for skid preparation for lifting (tie down weld to remain--50% on cantilevered lifts, some remaining on other lifts, marking w/ yellow paint)		
32	Discussed that all interconnecting piping, electrical, instrumentation between lifts must be cut prior to rigging to lifts and prior to final tie down weld removal		

33	Discussed the use of temporary work platforms and the requirement to use methods and solutions that do not increase hazards but allow safe work conditions. If OSHA-type scaffolds are not possible or cause an access or escape risk, safe solutions are utilized including the use of fall protection. Fall protection rescue plan has been discussed and rescue equipment will be staged at the site of fall protection use.		
34	Discussed Stop Work Authority program including how to stop work, how to alert crew, supervision and PIC (including radio, hand signals, loudspeakers, etc.), how to investigate reason for stopping work, process to resume work, and consequences of the failure to stop work.		
35	Discussed Ultimate Work Authority		
36	Discussed procedures to verify that language is not a barrier to communications, including the use of translators if necessary		
37	Discussed verification of personnel training (safety and operations)		
38	Discussed operating procedures, mechanical integrity of equipment, safety manuals and safe work practices		
39	Discussed how contractor encourages communications and motivates employees to participate in the safety plan and how employees can report unsafe working conditions		
40	Discussed emergency response and notification procedures, including contact names, companies or organizations, and phone numbers		
41	Discussed requirement for job meeting onboard derrick barge prior to arrival at site including Superintendent, all barge and welder foremen, crane operators, safety reps, third party supervisors, and operator reps		
42	Discussed need for safety walkthrough of platform immediately on arrival with Superintendent, all barge and welder foremen, safety reps, and operator reps		
43	Discussed need for orientations, drills, muster		
44	Discussed company PIC designation and need for PIC to participate in safety meetings, sign JSAs and Hot Work Permits, be made aware of procedure changes (sequence, methods, extra work, etc.)		
45	Discussed need to keep safety meetings focused on immediate work		
46	Discussed need to keep JSA topics focused on specific work list and safety and environmental hazard identification and mitigation actions for the specific work		
47	Discussed management of change (MOC) procedures, personnel, and conditions		
48	Discussed issuance of hot work permits, including the 35 foot rule in accordance with 30 CFR 250.113 (a) for hot work operations.		
49	Discussed cold cutting procedures		
50	Discussed environmental hazards		
51	Discussed need for DOT containers, gas meters, NORM detectors, absorbent material		
52	Discussed incident investigation and reporting of same, including near misses		
53	Discussed expected daily reports including: DJR, JSAs, safety meetings, crew list with positions and shift, hot work permits, pictures, mesotech shots, anchor positions if changed		
54	Discussed recordkeeping requirements, documentation and auditing		

	Doc. No.:	SEMS
	Rev. No.:	0
	Page:	

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GOM Diving Pre-mobilization Checklist

WBS Number:	UWXXX-XXXXX-XXX		
Platform:	Location		
Prepared by:	Name		
Review Date:	Date		
MOC #:	MOC#		
No.	**Checklist Questions**	**Yes / No / NA**	**Additional Considerations (If "No" to a checklist questions)**
	DIVING METHOD & CREW:		
1	Are any SCUBA diving operations being planned for this project? (If yes, stop here and develop a new plan.)		
2	Has the GOM Diving Permit Form been reviewed during the planning of this project?		
3	Does the proposed dive crew consist of at least 5 personnel which include a Dedicated Dive Supervisor on site, a working diver, a stand-by diver?		
4	Is documentation available that specifies the training requirements for each diver?		
5	Is documentation of the competency assessments for each diver available?		
	HAZARD ANALYSIS:		
6	Has a planning phase hazard analysis been conducted in accordance with the U&G Hazard Analysis Procedure and standardized form?		
	Does the diving planning phase hazard analysis identify significant, potential hazards such as		
7	Diving mode(s)		
8	Differential pressure (delta P)		
9	Surface hazards		
10	Underwater hazards (including marine life)		
11	Weather		
12	Vessels		
13	Enclosed or confined spaces		
14	Other		
15	Does the diving planning phase hazard analysis define diving equipment requirements?		
16	Does the diving planning phase hazard analysis define breathing gas requirements (including reserves)?		
17	Does the diving planning phase hazard analysis define thermal and/or hazard protection requirements?		
18	Does the diving planning phase hazard analysis identify additional permits required for the work? (Isolation of hazardous energy, hot work, confined space, etc.)		
19	Does the diving planning phase hazard analysis identify simultaneous operations activity?		
20	Has a written simultaneous operations plan (SIMOPs) been created?		

21	Does the diving planning phase hazard analysis identify any other precautions and/or tools to ensure work will be conducted safely? (checklists, procedures, etc.)		
22	Does the diving planning phase hazard analysis include safety procedures and checklists documenting diving depth and time restrictions?		
23	Does the diving planning phase hazard analysis include safety procedures and checklists documenting decompression information?		
24	Does the diving planning phase hazard analysis include safety procedures and checklists documenting dive profiles?		
25	Does the diving planning phase hazard analysis include safety procedures and checklists documenting diving at altitudes?		
26	Does the planning phase hazard analysis identify the conditions under which a dive must be terminated?		
27	Does the planning phase hazard analysis document the requirements for using hand-held power tools and equipment during diving operations?		
	EMERGENCY RESPONSE PLAN:		
28	Has a dive-specific emergency response plan been created to address responses to possible emergencies?		
29	Does the response plan address fire/explosion?		
30	Does the response plan address equipment failure? (loss of communication, loss of breathing gas, loss of bell, etc.)		
31	Does the response plan address adverse environmental conditions?		
32	Does the response plan address illness and/or injury?		
33	Does the response plan address depth excursion outside of the dive plan?		
34	Does the response plan address loss of dive vessel dynamic position/drift?		
35	Does the response plan address loss of emergency lighting?		
36	Does the response plan include first aid requirements?		
37	Does the response plan include location of nearest decompression chamber?		
38	Does the response plan include location of nearest medical facilities?		
39	Does the response plan include medical providers?		
40	Does the response plan include an evacuation plan?		
41	Does the response plan include recovery divers?		
42	Does the response plan include a rescue plan?		
43	Does the response plan include drill protocols?		
	DIVING EQUIPMENT:		
44	Does the breathing gas quality comply with legislative requirements and industry standards?		
45	Do the compressed gas cylinders, manifolds, gas analyzers and other gas blending equipment comply with legislative requirements and industry standards?		
46	Do the gauges and timekeeping devices comply with legislative requirements and industry standards?		
47	Do the air compressors comply with legislative requirements and industry standards?		
48	Do the air hoses and/or umbilicals comply with legislative requirements and industry standards?		

49	Do the thermal and/or hazard protection suits comply with legislative requirements and industry standards?		
50	Do the helmets (including communication systems) comply with legislative requirements and industry standards?		
51	Do the weights and harnesses comply with legislative requirements and industry standards?		
52	Do the means to support diver ingress and egress from the water to the vessel comply with legislative requirements and industry standards?		
53	Do the means to assist/recover an injured/unconscious diver from the water or into a diving bell comply with legislative requirements and industry standards?		
54	Does the hyperbaric chamber comply with legislative requirements and industry standards?		

Doc. No.:	SEMS
Rev. No.:	0

Diagnostic Checklist			
	Tree and Wellhead		
1	Hot bolt flanges as per attached diagram		
2	Repair and /or replace valves as needed(All casing valves including conductor casing)		
3	Test all voids record results		
4	Replace hold down and alignment pins as needed		
5	Record and document all repairs and replacements items installed, redraw tree sketch.		
	Slickline		
6	Make full gauge ring run		
7	Remove all plugs		
8	Make LIB run		
9	Make dummy run		
10	Run a ponytail/hole finder as needed		
	Pumping		
11	Check all casing pressures, bleed, fill and test as needed		
12	test all annuli as needed		
13	Fill the tubing and establish injection rates		
14	During injection test monitor casing pressures to determine tubing integrity		
15	Bleed all annuli and let vent for 1 hr.		
16	After venting perform 1 hr. long bubble test on each		
	Construction		
	Following is to be completed by facilities prior to Final TA ops		
17	Install out riggers as needed		
18	Replace/Repair all equipment as needed		
19	Repair/upgrade all structural items as needed		
20	Repair /strengthen all wellhead items as needed		

ON SITE JOB PREPARATIONS

55	Person-in-Charge (PIC) have been designated and identified		
56	Job meeting onboard DB has included all operations personnel explaining general prep requirements, reviewing job procedure, sequence, and the implementation of the elements of the contractors safety program		
57	Discussed procedures to verify that language is not a barrier to communications, including the use of translators if necessary		
58	Discussed operating procedures, mechanical integrity of equipment, safety manuals and safe work practices		
59	Discussed how contractor encourages communications and motivates employees to participate in the safety plan and how employees can report unsafe working conditions		
60	Discussed Stop Work Authority program including how to stop work, how to alert crew, supervision and PIC (including radio, hand signals, etc.), how to investigate reason for stopping work, process to resume work, and consequences of the failure to stop work		
61	Management of Change (MOC) has been explained and discussed in meeting with operations personnel		
62	The Emergency Evacuation and Spill Response Plan has been explained and discussed in meeting with operations personnel		
63	Issuance of hot work permits has been explained and discussed in meeting with operations personnel, including reviewing 35 foot rule in accordance with 30 CFR 250.113 (a) for hot work operations.		
64	JSA has been explained and discussed in meeting with operations personnel		
65	Pre-tower safety meetings held		
66	PPE requirements are checked and prepared for use		
67	Safety walkthrough of platform has been completed and hazard analysis reviewed, work locations on platform checked for hydrocarbons and determined gas-free. Hot work permits issued including reviewing 35 foot rule in accordance with 30 CFR 250.113 (a) for hot work operations.		
68	Area has been cleared of debris, construction equipment, surplus equipment, extraneous tools, unused parts, and empty drums		
69	Temporary work platforms are erected using methods that do not increase safety hazards		
70	Marking of skid weld tie down in accordance with general requirements for skid preparation prior to lifting that was not done during platform prep work or site visit has been done on-site. The operator Rep or PIC will verify and contractor will ensure adherence throughout the duration of the job.		
71	Marking of weld tie down in accordance with general requirements for skid preparation prior to lifting verified by operator rep or PIC and contractor will ensure adherence throughout the duration of the job.		
72	Barge prep work in laying out and checking tools, supplies, safety systems accomplished. PPE including hard hats, steel toed shoes, safety glasses, work vests are required. Additional PPE includes safety gloves, hearing protection, work vests, wet weather gear, fall protection to be worn as conditions dictate. Fall rescue equipment is to be staged where fall protection used.		
73	Cargo barge prepared, lift rigging checked		
74	Barricades or barriers erected if needed, warning signs posted in place		
75	Safety equipment, including fire fighting devices, escape devices, and eye wash stations have been inspected and reviewed for proper operation and location.		

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