


PROCEDURE

**Control of Temporary Equipment Procedure
UK-00180**

DOCUMENT CRITICALITY	DOCUMENT HIERARCHY																															
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Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

	Warning: Requires action by the user to prevent actual loss or where an action is irreversible, or when physical damage to the machine or person is possible.
	Caution: Advises of error that could occur should the user fail to take or avoid a specified action.
	Note: Information that is important to the actions, or to an important point.

INDEX AND APPENDICES

1	INTRODUCTION	3
2	ROLES AND RESPONSIBILITIES	4
3	PROCEDURE	7
4	EQUIPMENT	9
5	TRAINING & COMPETENCE	9
6	AUDIT & REVIEW	9
	APPENDIX A - REVISION HISTORY	10
	APPENDIX B - ABBREVIATIONS AND DEFINITIONS	11
	APPENDIX C - REFERENCES.....	12

Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

1 INTRODUCTION

1.1 Introduction

Temporary Equipment (TE) used on both offshore and onshore installations can present new hazards to the installation for the duration of its installation, use and removal. It is essential that potential hazards become identified, assessed and controlled. Temporarily revised management and control arrangements for safe operation and maintenance may need to be established and implemented.

TE comprises equipment that is not a permanent part of an installation and which is intended to be removed after a finite period of time. TE offshore can range from small items such as portable welding sets to large skid mounted packages such as temporary generators, proprietary well testing equipment, temporary process or utility equipment, temporary diagnostic/measurement equipment etc. Some TE will have been envisaged as part of the original design for the installation (e.g. well test equipment). In such cases, the original hazard assessment process should have considered the use of such equipment as part of normal platform operations. Indeed, some permanent facilities may have been incorporated to facilitate the TE installation (e.g. permanent piping to drains or vent systems). As the life of the installation progresses, it may be necessary to introduce further TE that was not considered during the original design (e.g. temporary power generation skids, temporary process skids and additional services). The introduction of such equipment involves the management of change process for modifications, including the assessment of associated hazards, and the avoidance of engineering solutions that are less well considered or inherently secure than might be the case for permanent solutions. Additionally, the prolonged use of TE may be regarded as an abuse of the temporary principle and a cheap opt-out from a properly engineered arrangement covered by formal engineering change procedures and subject to rigorous hazard assessment.

1.2 Purpose

The purpose of this procedure is to define the controls necessary to ensure effective management of the risks associated with the use of temporary equipment (TE) on offshore or onshore installations. It defines the controls associated with: installation and use of TE; how equipment is obtained; identified; installed; removed; tested; and maintained. The procedure also describes how hazards associated with TE are: identified; assessed; and controlled. The procedure also defines the roles and responsibilities associated with the effective management of the TE value chain: ConocoPhillips personnel; contractor; vendor; independent inspection; and verification body.

1.3 Scope

This procedure applies to the following UK Operated Asset functions within ConocoPhillips (UK):

- J-Area (Jasmine, Jade and Judy)
- S-Area (Murdoch, Viking, LOGGS, Satellites, TGT)

This procedure applies to all TE brought on to the installation but not intended to be permanent, with the exception of portable hand tools such as air/electrical drills, grinders, hand lamps, etc. Use of these types of hand tools will be covered by installation Permit to Work (PTW) system.

Control of Temporary Equipment Procedure - PROCEDURE	ConocoPhillips	
UK-00180	Revision:	3

2 ROLES AND RESPONSIBILITIES

2.1 TE Originator – COP

- a) Preparation list of temporary Equipment (Sheet “A”), Performance standards (Sheet “B”) if the Temporary Equipment is an SCE.
- b) Assessment of impact on Performance Standard of an existing SCE of the Temporary Equipment.
- c) Performing Temporary Equipment related verification assessments in accordance with existing procedures.
- d) Identification of QA/QC requirements (with advice/input from the QA/QC Advisor as required)
- e) Generate Sheet ‘A’ with list of TE
- f) Evaluate and complete Sheet B and complete section 1 on sheet ‘C’
- g) When TE is to be tied into the hydrocarbon process or used for moving fluids around the asset, determine the need for, and conduct as appropriate, a Pre-Start-Up Safety Review (PSSR) activity utilising the Small Projects Checklist (ref. UK-00885).
- h) Submitting form ‘A’, ‘B’, ‘C’ and the Inspection Assignment Form (IAF) to the QA/QC Advisor.
- i) Submits Inspection Assignment Form (IAF) to appointed QA/QC inspection service provider.
- j) Invoke management of change procedure if required. Reference Management of Change (if required) procedure number and add to sheet B.
- k) Ensure ConocoPhillips QA/QC Inspection Service Supplier is notified 48 hours in advance for any vendor supplying TE in aid to facilitate a pre-mobilisation inspection visit at the vendor’s premises
- l) Liaison with the Temporary Equipment Vendor, ensuring that the Vendor;
 1. Is informed where the temporary equipment is or will form part of an SCE,
 2. Is responsible for Independent Competent Body (ICB) verification of the equipment to be supplied.
 3. Complies with Company Performance Standard(s)
- m) Ensuring Temporary equipment is called off in accordance with the Contractor Service Order.
- n) Where circumstances arise that the third party inspection request of temporary equipment cannot be performed, originator is responsible to obtain inspection waiver authorisation by an email confirmation from the Technical Authority or QA/QC Lead Advisor. This approved inspection waiver email must be attached to sheet ‘C’

Note:

- 1) The waiver does not relieve the supplier of his/her duty to comply in all respects with current legislation, PUWER, LOLER, HSWA and ConocoPhillips Specification/Procedure requirements.
- 2) Well Operations - an email is received from the supplier describing the deviation request and if approved by the Drilling Superintendent is held on file by Well Operations QA/QC

2.2 COP QA/QC Contracted Inspection Service Supplier

Assign competent QC Inspectors for the required inspection activity and co-ordinate visits with supplier according to the COP provided Inspection Assignment Form (IAF). Exit calls to the COP QA/QC Lead Advisor are required in the event of inspection anomalies in addition to the contractually required Inspection Reports.

2.3 Temporary Equipment Supplier (vendor)

Control of Temporary Equipment Procedure - PROCEDURE	ConocoPhillips	
UK-00180	Revision:	3

Vendors must demonstrate sound engineering of equipment. If requested, Vendors shall provide information to demonstrate that their equipment and its method of use are suitable for the application for which it is to be used on a ConocoPhillips asset. They must show competency in the technical disciplines relevant to the job. They must be able to show that robust engineering principles, judgement and standards have been applied.

As a minimum the correct design of protection devices such as pressure safety valves will need to be demonstrated, to show that all relevant cases pertinent to the application on the ConocoPhillips asset have been considered.

Complex interfacing systems

Normally the request for such information will be identified by asset Technical Authorities for the relevant disciplines who will review the vendor response and where necessary work with the vendor to solve any issues identified.

Particular attention is needed to interfaces and where the temporary equipment is connected to ConocoPhillips systems. To enable the supplier to appropriately assess and engineer for the application ConocoPhillips will provide relevant information about those interfacing systems.

Operating procedures, Engineering Line Diagrams, and Cause and Effect charts for protection systems will normally be required for complex equipment interfacing with ConocoPhillips systems.

Vendors shall be responsible for ensuring equipment supply in accordance that:

- a) Meets the Company's specification, i.e.; for type and performance standard.
- b) Complies with UK safety legislation applicable to the equipment, for example:
 - (i) Health and Safety at Work etc Act (HSWA 1974)
 - (ii) Provision and Use of Work Equipment Regulations (PUWER)
 - (iii) Safety Case Regulations (SCRs)
 - (iv) Design and Construction Regulations (DCRs)
 - (v) Lifting Operations Lifting Equipment Regulations (LOLER)
 - (vi) UKOOA – Guidelines for the Safe Packing & Handling of Cargo to and from Offshore Locations. (Offshore Only).
 - (vii) Construction Regulations (Onshore)
 - (viii) TGT/Plant requirements/procedures (Onshore)
- c) Where the Company states that equipment will form part of a Safety Critical Element, it is verified as follows:
 - (i) Is responsible for Verifying equipment supplied as required by an independent examination within the last 12 months by an Independent and Competent Body or applicable and bear the ICP's verification date stamp.
 - (ii) Is suitable and in good order and repair.
 - (iii) Equipment conforms to current legislative requirements for safe operation in hazardous areas and pressure ratings stated.
 - (iv) Inspection, Repair and Maintenance (IRM) is appropriate and current.
 - (v) Verification Certificates are in order,
 - (vi) Current Inspection, Repair and Maintenance records are available.
 - (iii) Operating and Maintenance Manuals are current and available.
 - (iv) Completes sections 2,3,4 & 5 on sheet 'C'

Control of Temporary Equipment Procedure - PROCEDURE	ConocoPhillips	
UK-00180	Revision:	3

(v) Ensure ConocoPhillips QA/QC is notified 48 hours in advance for any vendor supplying TE in aid to facilitate a pre-mobilisation inspection visit at the vendor's premises

- d) Equipment is accompanied by a vendor's Declaration of Conformance along with (TE sheets B & C) Verification Certificate and any other documentation requested by the Company.
- e) Is provided with operating procedures, maintenance routines / due dates and Competent/Trained Operators, where required.
- f) Inclusion of historical maintenance records for EX, Zone I & II equipment, (previous 12 months)

2.4 Lead QA/QC Advisor - COP

- a. Providing unique TE number and ensuring that relevant TE documentations are registered and archived.
- b. Review submitted Inspection Assignment Form (IAF) submitted by the COP Originator, with feedback as required.
- c. Coordinate inspection activity with the Inspection Services Provider
- d. Reviewing the COP QA/QC Contracted Inspection Service Inspection Reports for accuracy and timeliness of completion.
- e. Maintaining the Temporary Equipment Register.
- f. Advising Originator of relevant QA/QC requirements.
- g. Reviewing temporary equipment records on a monthly basis to ensure correctness and completeness.
- h. Linking the completed TE Sheets 'A', 'B', 'C' and 'D' (Parts 1 – installation; Part 2 – removal) to the TE Register to maintain life cycle accuracy and audit trail.

2.5 Independent Competent Person (ICP)

ICP will conduct an annual offshore safety performance standard review/audit of the COTE process with regard to the equipment used on the platform/site, which has a safety critical impact.

- a. Equipment onboard/site
- b. Equipment historical
- c. Document review

2.6 Offshore/Terminal Supervisors

- a) Temporary Equipment is installed and decommissioned in accordance with Sheet "D"
- b) That sheet 'D' is completed and returned to COP QA/QC Lead Advisor onshore upon completion of decommissioning and removing temporary equipment from the platform.
- c) Comply with monthly inspection dates for temporary equipment held on the platform/site.
- d) Raising the PMR requirement where it is deemed that the temporary equipment shall be maintained by the Platform/Plant personnel, (specifically when the equipment will be on the platform for 6 months or greater, or greater than the period requested by the Originator).
- e) Advising SAP administrator of the requirement for inclusion into the SAP Asset Register and Utilisations of the SAP work instruction for, 12 monthly inspection & testing PM created in SAP - new or change request to the asset database in SAP.

2.7 SAP Administrator

Is responsible for ensuring Asset identification and PMR requirements for temporary equipment are administered in SAP as directed by the Technical Authority.

3 PROCEDURE

3.1 Overview

The COTE process is illustrated in Figure 3.1 on the following page

3.2 Safety Critical Elements

All TE being introduced to an installation is assessed to determine whether it will be a safety critical element (SCE) or impacts upon existing SCE on the installation. If the assessments find that the temporary equipment is safety critical (or impacts upon SCE) the ICP will be consulted prior to the deployment in order that the verification scheme can be reviewed or revised and appropriate verification tasks defined. The purpose of these verification activities is for the ICP to advise the duty holder whether the equipment will be suitable when it is put into use

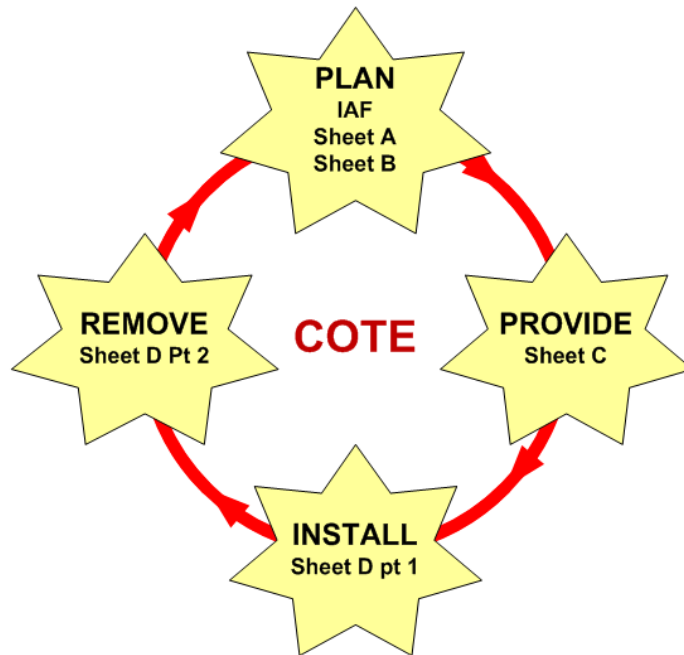


Figure 3.1 – COTE Cycle

3.3 Planned/routine Operation

For planned/routine operation requiring TE, requirement for SCE assessment is carried out by the originator in the Hazard Identification (HAZID) assessments in the Temporary Equipment Pre-Mobilisation Check Sheet B. This assessment captures impacts to:

- Safety Case (e.g. new SCE, performance standard)
- Operating Hazards (e.g. toxicity, ignition source, noise, vibration)
- Installation Interface (e.g. ESD, escape route obstruction, crane operating limits)
- Safety Procedures (e.g. manual, training)

Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

3.4 Hydrocarbon Process & Moving Fluids

In the event that TE is to be utilised to:

- start-up a modified SCE system
- connect with hydrocarbon process equipment, piping or instrumentation
- move production fluids around the asset

the Originator in conjunction with the relevant Technical Authorities shall give consideration to using the Small Projects Pre-Start-Up Safety Review (ref. UK-00885). The outcome of this consideration shall be documented on COTE Sheet 'B' and the completed PSSR Checklist transmitted to:

- the asset for use during installation and removal
- the QA/QC Advisor for retention with the other COTE records, linked to the TE Register

3.5 Non-routine/change in operation or plant condition

Request for non-routine operation is assessed by multi-disciplinary team using ConocoPhillips Management of Change Procedure (UK-00576). The assessment will be reviewed by ConocoPhillips Verification Engineer and ICP to determine impact to Verification & Examination Scheme and Verification Task requirements.

3.6 Installation of TE on Asset

Installation of TE on an asset shall be conducted in accordance with the requirements identified on COTE Sheet D Part 1. Any items missing from the TE package (i.e. those listed on COTE Sheet A) or any other ability to safely install the TE shall be reported to the Originator and copied to the QA/QC Advisor.

Without exception, all TE installation shall be accepted by the OIM and/or Asset Manager prior to use. COTE Sheet D Part 1 shall be returned to the QA/QC Advisor for record retention.

3.7 Verification & Examination Scheme

Verification & Examination Scheme requires all temporary equipment identified as SCE or impacts on SCE is verified during annual ICP installation verification visits. The verification tasks are detailed in each installation Verification and Examination Scheme which include review of installation Temporary Equipment Register and visual inspection of TE condition and maintenance history.

3.8 Removal of TE from Asset

Removal of TE from an asset shall be conducted in accordance with the requirements identified on COTE Sheet D Part 2. This includes confirmation that all TE package spread items (included on COTE Sheet A, Temporary Equipment Register) have been removed for backload.

Without exception, safe removal of TE shall be confirmed by the OIM and/or Asset Manager. COTE Sheet D Part 2 shall be returned to the QA/QC Advisor for record retention.

Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

3.9 Long-Term use of TE

When temporary equipment is required to be used for a period that exceeds the 6-month limit it shall be assessed for ongoing suitability by relevant Technical Authorities and, if being retained, included in the SAP PM Management System (via the SAP Administrator). A management of change shall be conducted by the TE Originator in conjunction with the relevant Technical Authorities to safely manage the extended use of an item of TE.

Note, the prolonged use of TE may be regarded as an abuse of the temporary principle and a cheap opt-out from a properly engineered arrangement covered by formal engineering change procedures and subject to rigorous hazard assessment.

3.10 COTE Forms

The following forms are all retrievable from this [link](#):

- Inspection Assignment Form
- COTE Sheet A
- COTE Sheet B
- COTE Sheet C
- COTE Sheet D

3.11 COTE Records

The COTE Register is readable from this [link](#).

Note the COTE Register has universal read access but is maintained by the Lead QA/QC Advisor.

4 EQUIPMENT

Not applicable

5 TRAINING & COMPETENCE

There are no specific or mandatory training and competence elements for the COTE process however, all users must be familiar with the content of this written procedure.

Competent QA/QC Inspectors are provided to COTE inspection services through the Inspection Services contract held with an independent 3rd Party Body.

The Lead QA/QC Advisor is in position to offer advice on the COTE process and/or its applicability to possible TE being sourced for use.

6 AUDIT & REVIEW

The COTE procedure is subject to scheduled Tier 2 Internal Audit as per UK-00008, the Internal Audit Process. In addition, the COTE process is routinely included in annual asset Tier 2 internal audits.

Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

APPENDIX A - REVISION HISTORY

Revision No	Revision Detail	Responsible Person	Dated
0	Re-Issue with new UK Number and general updates to the procedure	P. Spence	September 2010
1	Further updates to the procedure and introduction of guidance for specification, testing, QC inspection, regulatory and documentation requirements for Temporary Equipment.	P. Spence	September 2010
2	Application of the revised OMS template plus refinement of the procedure. Removal of Drilling and Well Operations from the scope of application: separate system being developed from Operated Assets.	P. Spence	September 2014
3	General procedure update incorporating lessons learned from operating experience, for example: re-fresh of COTE Forms; inclusion of consideration to use Small Projects PSSR for TE tying into hydrocarbon processes and/or moving fluids; and improved oversight/record retention for TE installation and removal. Clear highlight that the prolonged use of TE may be regarded as an abuse of the temporary principle and a cheap opt-out from a properly engineered arrangement covered by formal engineering change procedures and subject to rigorous hazard assessment.	P. Spence	September 2016

Control of Temporary Equipment Procedure - PROCEDURE	ConocoPhillips	
UK-00180	Revision:	3

APPENDIX B - ABBREVIATIONS AND DEFINITIONS

Abbreviations

None

Definitions

None

Control of Temporary Equipment Procedure - PROCEDURE		ConocoPhillips	
UK-00180		Revision:	3

APPENDIX C - REFERENCES

Reference	Document
UK-00576	Manage Change
UK-00008	Internal Audit Process
UK-00885	Pre-Start-up Safety Review Procedure