

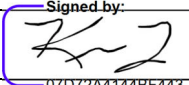
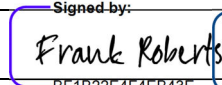
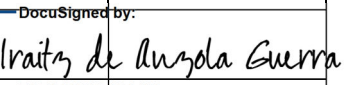


Fire Prevention and Protection Guideline

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Rev	Date (YYYY/MM/DD)	Issued For	Originator	Reviewer	Reviewer	Approver
REVISIONS				APPROVALS		

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REVISION CONTROL SHEET		
Revision	Date Issued (YYYY/MM/DD)	Comments
1	2020/09/03	NA
2	2025/08/11	Transposed into new guideline template. Integrated portable fire extinguisher guideline content into this guideline.

Fire Prevention and Protection Guideline

Purpose	The purpose of this guideline is to outline how portable fire extinguishers are selected and placed at ConocoPhillips Canada (CPC) sites to support safe evacuation and small fire response.
Fire Response Strategy	CPC's fire response strategy is defensive—protection and safe evacuation are the priority. • Portable fire extinguishers are for small, early-stage fires only. • Employees are not expected to fight large or spreading fires. • In an emergency: ○ activate the alarm, ○ alert others, ○ evacuate, and ○ use an extinguisher only if it is safe to do so. Extinguishers are placed to support safe egress.
Training	CPC employees must be trained in the use of fire extinguishers as per the CPC HSE Training Competency Program (ALL-A0A-00-000-HPR-00006).
Fire Prevention Recommended Defenses	Fire prevention recommended defenses must be considered during work planning and in areas with elevated fire risk due to equipment, materials, or work processes. These include: • keeping fire protection equipment, fire doors, control valves, electrical panels, and exit routes unobstructed, • preventing buildup of combustible and flammable materials, • storing oily or hydrocarbon-soaked rags in closed metal containers, • smoking only in designated, permitted areas, and • following the Hot Work Procedure when required.
Fire Protection Equipment	Fire protection equipment must be maintained per the manufacturer's specifications and CPC requirements including: • maintaining all fire alarm and safety shut down devices operable, and • following established Bypassing Safety Shutdown Devices procedures.
Fire Extinguisher Requirements	All portable fire extinguishers must be: • ULC approved, • inspected, tagged, tested, and maintained in accordance with NFPA 10, • rated and labelled per CAN/ULC-5508 Standard for the Rating and Fire Testing of Fire Extinguishers, • mounted securely on a hanger, bracket, or stand, • installed in office or processing areas as listed in this guideline, • mounted so the top is no more than: ○ 1.5 m above the floor for units ≤40 lb

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- 1.0 m above the floor for units >40 lb, and
- installed with a minimum clearance of 10 cm from the floor.

Monthly Extinguisher Inspections

To ensure fire extinguishers remain ready for use, visual monthly extinguisher inspections must be:

- performed by the Emergency Response Team (ERT), Area Operators, or delegates for fixed extinguishers,
- performed by vehicle and equipment operators for onboard units, and
- recorded on the tag and, where applicable, logged in the site-specific safety checklist or tracking system.

The monthly inspection must confirm that:

- the pressure gauge is within the recommended range,
- the pin is intact and the tamper seal is unbroken,
- there are no visible signs of physical damage or corrosion, and
- the extinguisher is in its designated location and accessible.

Annual Maintenance

Fire extinguishers must undergo a thorough inspection and maintenance check annually by a qualified professional. This includes:

- verifying internal components per the manufacturer's recommendations,
- confirming full charge and discharge capability, and
- refilling or replacing as required.

Fire Extinguisher Replacement

Fire extinguishers that have been discharged must be replaced as soon as possible.

Any extinguisher found to be damaged, missing, or otherwise not operationally ready must be removed from service and replaced without delay.

Spare extinguishers should be available on-site to ensure prompt field replacement.

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Extinguisher Required by Site Type

The extinguisher type required for each worksite is listed in the table below.

Work Site Type	CPC-Approved Extinguisher Type	Requirements and Placement Notes
Fueling Stations	2 x 20 lb ABC dry chemical	Two extinguishers within 5 m of each fueling point, whether fixed or mobile
Process Buildings and Areas	20 lb ABC dry chemical	One per 700 m ² and at each doorway; max 15 m travel. Place near elevated platforms and catwalks with flammable liquids transfer equipment.
Electrical and I/O Buildings	10 lb CO ₂ or clean agent (dry chemical not permitted)	One per 700 m ² and inside each egress door; dry chemical not permitted.
Flammable and Combustible Storage Tanks	20 lb ABC dry chemical	One at tank stair base or within 15 m if no stairs; tank top buildings are treated as process areas.
Fired Equipment/ burner management system (BMS)	20 lb ABC dry chemical	One within 15 m of each unit; use consistent placement for similar equipment (e.g., mounted on same side of each BMS).
Well Pads	20 lb ABC dry chemical	One at access point to process equipment; not required along pipe racks.
Interconnecting Pipe Racks	Not Applicable	Not fire hazardous; rely on vehicle-mounted extinguishers.
Temporary Offices/workshops	10 lb ABC dry chemical	One at each access point.
Company Assigned Vehicles and Mobile Equipment	20 lb ABC dry chemical	One securely mounted extinguisher per unit.
UHV/OHV	10 lb ABC dry chemical	One securely mounted extinguisher per unit.

Fire Extinguisher Signage

Where fire extinguishers are not in plain view, signage must be posted at exterior access points to indicate extinguishers installed inside buildings or enclosures.

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Appendix A Fire Classification

Fires are classified by fuel type. Understanding these classes helps ensure the correct extinguisher is used. The table below summarizes each class.

Fire Class		Hazard Type	Examples	Extinguisher Type
		Ordinary Combustibles	Wood, paper, cloth, cardboard, plastics	ABC dry chemical
		Flammable and Combustible Liquids	Gasoline, oil, solvents, grease	ABC dry chemical
		Energized Electrical Equipment	Motors, generators, electrical panels	ABC dry chemical or CO ₂ /clean agent
		Combustible Metals	Magnesium, titanium, sodium, lithium	Class D (specialized metal extinguishers)
		Cooking Oils and Fats	Deep fryers, griddles, kitchen appliances	Class K (wet chemical)



NOTE: The fire class symbols (A, B, C, D, K) are shown on the fire extinguisher label.