

WP 04-AD3016

Revision 4

Equipment Inactivation

Management Control Procedure

EFFECTIVE DATE: 10/13/10

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APPROVED FOR USE

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INTRODUCTION ¹

This procedure establishes a method for identifying, controlling, and maintaining configuration on plant equipment not currently in use due to equipment limitations or no longer required to support operations at the Waste Isolation Pilot Plant (WIPP). Portable tools and Measurement & Test Equipment (M&TE) governed under WP 10-AD3015, are exempted from this procedure.

No records are generated by the performance of this procedure.

REFERENCES

BASELINE DOCUMENTS

- None

REFERENCED DOCUMENTS

- WP 04-AD3011, Equipment Tagout/Lockout
- WP 10-AD3015, Tool Crib Administration
- WP 10-WC3011, Maintenance Process

PERFORMANCE

NOTE

Cognizant Supervisor or designee performs all actions in this procedure, and only for the equipment under their cognizance.

1.0 PLACING EQUIPMENT INACTIVATION TAGS

- 1.1 Determine that item of plant equipment is not currently in use due to equipment limitations or is not required to support operations.
- 1.2 If equipment to be taken out of service has potential for causing personal injury or equipment damage because of accidental activation or energization, perform **ONE** of the following actions:
 - Tagout/Lockout equipment in accordance with WP 04-AD3011.
 - Permanently disable equipment using approved Maintenance Work Instructions or safe operating practices to prevent use. (For example: remove electrical cord or cut cord where it enters equipment, remove batteries, drain fuel, etc.)

- 1.3 Enter following information on Equipment Inactivation tag:
 - 1.3.1 Reason for inactivating equipment (not required for plant operations, equipment in lay up, etc.) and equipment identification if available.
 - 1.3.2 Testing or maintenance that must be performed before restoring equipment to full operation (weight testing, routine preventive maintenance, etc.).
 - 1.3.3 Signature by Cognizant Supervisor or designee and date.
- 1.4 Attach Equipment Inactivation tag to device, in a highly visible location, using nylon cable tie or high strength tape (duct tape).
- 1.5 **IF** tagging Laboratory instrument(s), enter information in the instrument logbook.
- 1.6 If tagging in Step 1.4 is **TEMPORARY** (equipment will be used to support future operations), contact cognizant Maintenance Zone Manager and request the following:
 - Temporarily suspend routine maintenance items on equipment in accordance with WP 10-WC3011.
 - Enter in CHAMPS as inactive equipment.
- 1.7 If equipment in Step 1.4 was tagged because it is NOT required to support operations, submit Modification (Type M) Action Request (AR) to Cognizant Operations group requesting permanent removal of WIPP equipment in accordance with WP 10-WC3011.

2.0 CLEARING EQUIPMENT INACTIVATION TAGS

NOTE

ONLY the Cognizant Group that issued original Equipment Inactivation tag or designee listed on the tag, may clear tag.

- 2.1 Verify the following before releasing returned equipment for unrestricted plant use:
 - Applicable startup testing has been performed.
 - Previously suspended preventive maintenance has been performed.
- 2.2 Remove and destroy Equipment Inactivation tag from plant equipment item to be placed back into service or removed from facility.

- 2.3 Request cognizant Maintenance Zone Manager to remove equipment from CHAMPS inactive equipment list (if applicable).
- 2.4 If clearing tag on Laboratory instrument(s), enter information in the instrument logbook.
- 2.5 **IF** clearing tags on TRUPACT-II Spaceframe Pallet Assemblies and the issues associated with initial tag placement have been repaired, corrected, and documented using WTS approved work instructions, **THEN** tag removal may be designated to the Type B Packaging Maintenance subcontractor.

Attachment 1 - Sample Equipment Inactivation Tag (Front)

Equipment Inactivation Tag

Reason Out of Service

**Required pre-use testing or
maintenance:**

Cognizant Supervisor Date

Attachment 2 - Sample Equipment Inactivation Tag (Back)

Equipment Inactivation Tag

This equipment has
been inactivated.
Contact the
cognizant supervisor
before operating or
moving.