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**Condition Assessment for Elevated Platforms and Stairs**

**Tank Farm Maintenance Procedure**

**USQ # Routine Maintenance**

### Change History (≤ last 5 Rev-Mods)

<table>
<thead>
<tr>
<th>Rev-Mod</th>
<th>Release Date</th>
<th>Justification</th>
<th>Summary of Changes</th>
</tr>
</thead>
</table>

This is a new revision. The First Time Use process as defined in TFC-OPS-OPER-C-13 can be used during the initial performance of this revision.
1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions to conduct and record the condition of Elevated Platforms/Stairs (EPSs) and system, structures, and components (SSCs) during work activities in TOC facilities. The condition assessment of the EPSs and SSCs is a preventive measure for safety hazards associated with mobile offices (MO), permanent facilities, and stand-alone stairways used for access in Tank Farms.

1.2 Scope

This procedure involves all EPSs in all TOC Facilities except items listed below:
- Subcontractor owned facilities

2.0 INFORMATION

2.1 Terms and Definitions

Terms and definitions listed below apply to EPSs:
- ADM - Area Day Shift Manager
- EPSs - Elevated Platforms/Stairs
- FWS - Field Work Supervisor
- SSCs - Systems Structures and Components
- SWIMS - Stop Warn Isolate Minimize Secure
- Minor Deficiency - A condition that is identified as “UNSAT” from the Inspection Criteria list that does not significantly affect the structural integrity of the EPSs systems structures and components. For example, peeling paint, small localized areas of corrosion, minor splitting of wood, and debris build up.
- Significant Deficiency - A condition that is identified as “UNSAT” from the Inspection Criteria list where the structural integrity of the EPSs systems structures and components is compromised. For example, levelness of the platform, dry rotting and major cracking of wood, and metal corrosion.
- Non-Permanent EPSs - A free standing temporary EPSs that is self-supporting portable and are not associated with facility or permanent structure.
- Status Code “SAT” - Data Sheet code “SAT” identifies elevated platforms and stairs SSCs conditions with no/minimal deficiencies exists. No repairs required.
- Status Code “UNSAT” - Data Sheet code “UNSAT” identifies elevated platforms and stairs SSCs condition with any deficiency that requires repair and/or replacement.
2.2 General Information

Performance of the condition assessment for EPSs provides identifications and precursor preventive measure to minimized/prevent personnel safety hazards, and SSCs vulnerable to weather exposures.
3.0 **PRECAUTIONS AND LIMITATIONS**

3.1 **Personnel Safety**

3.1.1 In the event EPSs are found unsafe in their work area, perform Stop Warn Isolate Minimize Secure (SWIMS) and notify Engineering and/or Safety for safety/compliance evaluation in accordance with TFC-OPS-MAINT-C-15.

3.1.2 All known hazards and identified personal protective equipment will be addressed in the pre-job briefings.

3.2 **Radiation and Contamination Control**

Work in radiological areas will be performed using a radiological work permit following review by Radiological Control per ALARA Work Planning procedure, TFC-ESHQ-RP_RWP-C-03.

3.3 **Environmental Compliance**

The Central Shift Office must be notified in the event of a leak or a spill in accordance with TFC-ESHQ-ENV_FS-C-01, Environmental Notification.

3.4 **Limits**

Minor repairs to EPSs and associated SSCs may be performed if the activities are considered within the skill set of the associated craft and normally do not required detailed instructions for the craft to perform successfully, and as allowed for in TFC-OPS-MAINT-STD-03.
4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

The following supplies may be needed to perform this procedure:

- Personnel Protective Equipment
- Tape Measure
- Photographic Equipment
- Other tools, equipment, and supplies as identified by Shift Manager/OE/FWS/User.

4.2 Performance Documents

The following documents may be needed to perform this procedure:

- Maintenance Corrective / Installation Checklist (A-6007-459)
- Non-Permanent EPSs Listing
- Preventative Maintenance Data Sheet
- TFC-ESHQ-S_IH-C-05, “Respiratory Protection”
- TFC-OPS-MAINT-C-03, “Tank Operations contractor Skill of the Craft”
- TFC-OPS-MAINT-C-15, “Use, Control, and Maintenance Management of Elevated Platforms and Stairs”
- TO-100-052, “Perform Waste Generation, Segregation, Accumulation and Clean-Up”.

4.3 Field Preparation

4.3.1 CONTACT Area Day Shift Manager (ADM) for approval of Tank Farm activities prior to commencement.
5.0 PROCEDURE

Special Instructions

UNSAT deficiencies require an Initial Engineering Evaluation unless otherwise noted or per engineering approval.

Deficiencies classified as “MINOR” by the inspection personnel that do not require an initial engineering evaluation may be repaired if item of concern falls within the skill set of the associated craft, and repair actions are to be noted in the “COMMENTS” section of the Data Sheet and/or Non-Permanent EPSs Listing.

Deficiencies classified as “SIGNIFICANT” by inspection personnel, requires initial engineering evaluation by engineering, to determine as to whether the deficiency is significant or minor and associated Repair Actions.

NOTE - See Table 1 for Inspection Criteria.

- FWS will provide listing and location of the Non-Permanent EPSs items for the Data Sheet.

5.1 Inspection

NOTE - Steps 5.1.1 through 5.1.8 can be performed in any logical order.

5.1.1 VISUALLY INSPECT items listed on Data Sheet.

5.1.2 IF inspection items are Non-Permanent EPSs, VISUALLY INSPECT items on Non-Permanent EPSs Listing provided by the FWS.

5.1.3 IF condition of criteria items listed in Table 1 are “SAT”, RECORD findings on Data Sheet AND

PROCEED to Step 5.1.8.

5.1.4 IF condition of criteria items listed in Table 1 are “UNSAT”, PERFORM the following:

5.1.4.1 PERFORM SWIMS for any unsafe conditions identified in Table 1.

5.1.4.2 NOTIFY Field Work Supervisor (FWS) and/or Area Day Shift Manager (ADM).

5.1.4.3 IF there are items of concern with UNSAT deficiencies, FWS/ADM COORDINATE with Engineering to obtain evaluation.
5.1 Inspection (Cont.)

5.1.5 IF new EPSs are identified during inspection, RECORD on Data Sheet the following:
- Building
- EPSs identification label (for Non-Permanent EPSs)
- Description
- Location
- Status Code.

5.1.6 IF new EPSs were identified during inspection, PERFORM Steps 5.1.3 through 5.1.4.2.

5.1.7 IF Engineering evaluation results requires signage and/or barriers for area of concerns, PERFORM the following:

5.1.7.1 INSTALL signage prior to repair.

5.1.7.2 INSTALL barriers.

5.1.7.3 REMOVE barriers after completion of the task(s).

5.1.7.4 REMOVE EPSs from use until repaired/replaced.

5.1.7.5 PROCEED to Step 5.1.8.

5.1.8 INITIAL AND DATE completed inspection item(s) on Data Sheet.
5.2 Acceptance Criteria

5.2.1 Acceptance Criteria has been met when Steps in this procedure have been satisfactorily performed per the Data Sheet.

5.2.2 COMPLETE work order to operations for OPS Acceptance.

5.2.3 INITIATE a repair actions via Work Request (WR) and/or signage request as directed by Engineering for status code items “UNSAT”, and items of concerns.

5.2.4 GENERATE a Maintenance Corrective/Installation Checklist (A-6007-459) for repair actions work package, and attached photograph(s) if necessary with the checklist as required.

5.2.5 CONTACT the responsible engineer to ensure the changes are made to procedure or Data Sheet.

5.2.6 ENSURE all blank fields in the work package are legibly filled in with the appropriate information and/or marked “N/A” for “not applicable”.

5.2.7 RECORD in Repair/Actions Section of Data Sheet work request number(s) of any work documents generated as a result of this procedure.

5.2.8 VERIRFY Initial Engineering Evaluation directions are complete.

5.3 Review

5.3.1 INFORM FWS condition of assessment is complete.

5.3.2 FWS must REVIEW AND ENSURE the following:
   - Completed Data Sheets meet acceptance criteria.
   - Comments sections are filled out appropriately.

5.4 Records

This procedure is performed within a work package, as such, the procedure in its entirety will be maintained as a record per the Work Control process.

The record custodian identified in the Company Level Record Inventory and Disposition Schedule (RIDS), is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.
## Table 1 – Inspection Criteria

(Elevated Platforms/Stairs, Guardrail, Handrail, Deck, And Ramp)

<table>
<thead>
<tr>
<th>No.</th>
<th>CRITERIA ITEMS</th>
<th>INSPECTION DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CONDITION OF PAINT AND NONSKID COATINGS (See Note 1)</td>
<td>Inspection UNSAT if paint is peeling/blistering or coatings are worn so the surface is exposed to future degradation or does not provide skid protection.</td>
</tr>
<tr>
<td>2</td>
<td>NON-PERMANENT EPSs IDENTIFICATION LABEL (See Note 1)</td>
<td>Inspection UNSAT if labels are not intact/legible.</td>
</tr>
<tr>
<td>3</td>
<td>WOOD INTEGRITY (Rotting, Warping, or Signs of Deterioration)</td>
<td>Inspection UNSAT if wood dry rot, major cracking, warping or signs of deterioration is present. Minor splitting of the wood that does not affect safety is acceptable.</td>
</tr>
<tr>
<td>4</td>
<td>METAL INTEGRITY (Rust, Other Signs of Deterioration)</td>
<td>Inspection UNSAT if steel corrosion, aluminum corrosion or signs of deterioration is present.</td>
</tr>
<tr>
<td>5</td>
<td>CONNECTIONS (Loose, Broken or Missing Brackets, Bolts, and/or Nails)</td>
<td>Inspection UNSAT if nails, screws, or bolts are missing or not properly connected such as nails projecting from surface, screw missing or bolt with loose or missing nut or guardrail loose from base.</td>
</tr>
<tr>
<td>6</td>
<td>DEFLECTION (Loose or Wobbly Handrails/Guardrails)</td>
<td>Inspection UNSAT if handrail is loose or member has significant deflection when a minor lateral load is applied.</td>
</tr>
<tr>
<td>7</td>
<td>LEVELNESS AND CLEARANCE (With Building Entrance/Exit Doors)</td>
<td>Inspection UNSAT if top of the platform is greater than one-half inch below the top of the interior floor, if there are any obstructions on the walking surface, if the door is restricted from opening or the landing slopes greater than 0.25 inches vertical to 12 inches horizontal.</td>
</tr>
<tr>
<td>8</td>
<td>DIRT, DEBRIS BUILTINP (On or Around Stairs, Decks, and/or Ramps)</td>
<td>Inspection UNSAT if debris buildup under or around the stair, deck or handrail.</td>
</tr>
</tbody>
</table>

NOTES -
1. Engineering and/or Safety evaluation is not required.