Notes and Clarifications:

- Minimum one QEW and one QP observer are required for the following tasks:
  - 1- Racking the substation breaker in and out as needed.
  - 2- Troubleshooting.

1. POLA AMP SAFETY CHECKS AT TERMINAL - POLA
   - POLA Person In Charge (PIC) shall be QP (Qualified Person) and shall follow and complete SOP checklist for during disconnection process.
   - POLA PIC shall identify hazard locations (i.e. areas being loaded/unloaded, vehicles, forklift working around the crew, lifting, etc.).
   - POLA PIC verifies the location of: communication equipment (i.e. walkie-talkies, emergency phone numbers), e-stops, light source if needed, etc.
   - POLA PIC verifies must have the proper PPE (i.e. hard hat, safety shoes and leather gloves).
   - POLA PIC completes top of POLA HVSC Pre-Power Transfer Conference form (Pre-Power Transfer Conference is not required).

2. SHIP TRANSFERS TO SHIP POWER- SHIP
   - Ship opens shore breaker remotely, via the E-stop or other means.

3. AMP SUBSTATION BREAKER DISENGAGEMENT TO DE-ENERGIZE - POLA
   - Only after items 1 thru 2 have been completed, POLA PIC opens the main breaker and feeder HVL switch for shore vault used and visually verify all three blades are disengaged and removes Kirk key KC.
   - POLA PIC inserts Kirk key KC in earth ground switch, close the earth ground switch, visually verify all three blades are engaged
   - POLA PIC shall lock-out the earth ground switch and remove Kirk keys KA & KB.
   - POLA PIC takes meter reading from main breaker and record on HVSC Pre-Power Transfer Conference form "for POLA use only" section.
   - POLA PIC provides Kirk keys KA & KB to Ship PIC/designee.
   - POLA PIC monitors ship cable disconnection to ensure use of appropriate procedures and avoid damage to equipment.

4. DISCONNECTION VAULT ON DOCK – SHIP/SHIP DESIGNEE
   - Only after items 1 thru 3 have been completed, Ship PIC/designee lock-out ground switch.
   - Ship PIC/designee insert Kirk keys KA & KB, remove Kirk key safety interlock pins, remove securing chains, and unplug cables from shore vault.
☐ Ship rolls cables up from shore vault onto ship (except when using barge or cruise terminal AMP mobile).
☐ Ship PIC/designee secure vault.
☐ Ship PIC/designee remove lock from ground switch.

5. SUBSTATION AMP BREAKER SECURED – POLA
☐ Only after items 1 thru 4 have been completed, POLA PIC remove lock from ground switch.
☐ POLA PIC closes and secures substation.
☐ POLA PIC completes POLA HVSC Pre-Power Transfer Conference form “for POLA use only” section, including time of ship disconnection from shore power, if known.
☐ POLA PIC submits completed POLA HVSC Pre-Power Transfer Conference form and SOP checklist for HVSC disconnection to Division 147 by end of shift.

<table>
<thead>
<tr>
<th>NAME OF SHIP</th>
<th>DATE (mm/dd/yy):</th>
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<tbody>
<tr>
<td>TERMINAL</td>
<td>BERTH</td>
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<table>
<thead>
<tr>
<th>POLA PIC (print)</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>POLA QP (print)</td>
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</table>

APPROVAL:

C&M Director
Joe Maldonado

Division 147 Level II Supervisor,
Chuck Smith (QEW)

Division 147 Level I Supervisor,
Thomas Noltensmeier (QEW)

Division 147 Level I Supervisor,
Lee Warren (QEW)
## Revision History

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Date</th>
<th>Sections Affected</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>12/04/2013</td>
<td>All</td>
</tr>
<tr>
<td>1</td>
<td>12/19/2013</td>
<td>(1) Added requirement to complete checklist. (4) Ship lock-out made mandatory. Correction of typographical errors.</td>
</tr>
<tr>
<td>2</td>
<td>01/13/2014</td>
<td>All: Changed to bullet format.</td>
</tr>
<tr>
<td>3</td>
<td>01/27/2014</td>
<td>(3) Clarified need to monitor for equipment damage. (5) Added removal of POLA PIC lock as a step. All: Updated name of form.</td>
</tr>
<tr>
<td>4</td>
<td>03/04/2014</td>
<td>(1), (3), (4), and (5): Clarification regarding ability to change order of numbered items and ability to proceed with some tasks prior to arrival of complete crew.</td>
</tr>
<tr>
<td>5</td>
<td>07/03/14</td>
<td>(1) Equipment and PPE items updated specific to task. All: Reformatted into checklist format. Added Document # to header and changed approval signatures consistent with Electrical Safety Manual provisions.</td>
</tr>
<tr>
<td>6</td>
<td>08/01/2016</td>
<td>(1) Number of personal performing the task. Added notes and clarifications for the procedures.</td>
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