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|  | **SOP**  **Replacement Of Flare Pilots** | |  | | --- | | Procedure No:  PC-004 | | Revised By/Date  Brian Phetteplace 3/29/23 | | Reviewed By/Date  Alex Garay 3/30/23 | | Approved By/Date  Melissa Esparza | |

1. **SCOPE**

This procedure provides Operations with a safe and consistent manner to provide a step-by-step guide for a safely, and efficient replacement on Flare Pilots to ensure the safe and reliable operation of flare systems at all times.

This guideline applies to all Platinum Control employees working at all facilities owned and/or operated by Celerity Energy.

This SOP is applicable to all personnel involved in the operation and maintenance of flare systems, including site managers, operations supervisors, maintenance supervisors, instrumentation technicians, and flare pilots.

1. **RESPONSABILITIES:**

- Site Manager:

- Ensure that the SOP is followed, and Flare Pilot replacement is carried out safely and efficiently

- Ensure that personnel involved in Flare Pilot replacement are aware of their responsibilities and follow proper procedures

- Ensure that training and refresher programs are conducted for relevant personnel

- Operations Supervisor:

- Authorize Flare Pilot replacement request

- Ensure that replacement schedule is followed as per the SOP

- Maintenance Supervisor:

- Ensure that required equipment for Flare Pilot replacement are available and in working condition

- Supervise the maintenance team to conduct regular checks and maintenance of flare systems and pilot burners

- Instrumentation Technician:

- Ensure that instrumentation is calibrated and functioning properly during Flare Pilot replacement

- Flare Pilot:

- Follow proper replacement procedures as outlined in the SOP

- Report any issues or concerns encountered during replacement

1. **REQUIREMENTS**

Standard Personal Protective Equipment (PPE)

• Gloves

• H2s Monitor

• Safety glasses

• FR Clothing

• Steel toe boots

• Goggles

1. **APPLICABLE DOCUMENTS**

PEC CARD, H2s CLEAR, Company & Customer Orientation

1. **SAFETY AND ENVIROMENT**

• JSA

• LOTO

• Fire Extinguisher

1. **PROCEDURE**

6.1 - Authorization for Flare Pilot Replacement.

6.2 - The Operations Supervisor authorizes a request for Flare Pilot replacement based on site needs and operational requirements.

6.3 - Preparing for Flare Pilot Replacement:

6.4 - The Maintenance Supervisor ensures that all required equipment and tools are available and in working condition.

6.5 - The Flare Pilot conducts a pre-replacement inspection of the pilot burner and the flare system to ensure that they are functioning properly.

1. **FLARE PILOT REPLACEMENT**

7.1 - The Flare Pilot follows the replacement procedure outlined in the SOP, ensuring that proper Personal Protective Equipment (PPE) is worn at all times.

7.2 - The Instrumentation Technician ensures that instrumentation is calibrated and functioning properly during replacement.

1. **POST REPLACEMENT INSPECTION**

8.1 - The Flare Pilot conducts a post-replacement inspection of the pilot burner and the flare system to ensure that they are functioning properly.

1. **DOCUMENTATION AND REPORTING**

9.1 - The Flare Pilot and Maintenance Supervisor record the replacement in the equipment maintenance logbook and report any issues or concerns.

9.2 - The Operations Supervisor updates the replacement schedule and ensures that the SOP is followed for future Flare Pilot replacements.

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