SOP: Power and Utility Disconnection Process

This SOP details the **power and utility disconnection process**, outlining the necessary steps to safely disconnect electrical, gas, water, and other utilities. It covers pre-disconnection planning, notification procedures, verification of isolation, risk assessments, use of appropriate personal protective equipment, and final confirmation of successful disconnection. The goal is to ensure safety, prevent damage, and maintain compliance with regulatory requirements during utility shutdowns.

1. Purpose

To provide a standardized procedure for the safe and controlled disconnection of power and utility services, minimizing risks to personnel, equipment, and the environment.

2. Scope

This procedure applies to all personnel involved in the disconnection of electrical, gas, water, and other utility supplies within the facility.

3. Responsibilities

- **Site Manager:** Authorize and oversee the disconnection process.
- **Qualified Personnel:** Perform all isolation and disconnection tasks.
- **Safety Officer:** Ensure all safety requirements and risk assessments are met.
- **All Staff:** Cooperate during the process and follow instructions.

4. Procedure

1. **Pre-Disconnection Planning**
   - Review the area and systems to identify all utilities to be disconnected.
   - Obtain relevant drawings, permits, and disconnection plans.
   - Conduct a risk assessment and develop a safe work method statement (SWMS).
2. **Notification Procedures**
   - Notify all affected personnel, departments, and external agencies (if required) at least 24 hours in advance.
   - Post signage at access points to indicate pending utility disconnection.
3. **Preparation and PPE**
   - Ensure appropriate personal protective equipment (PPE) is available and worn (e.g., gloves, insulated tools, safety glasses).
   - Gather necessary tools and lockout/tagout devices.
4. **Isolation and Disconnection**
   - Verify identity and location of utility supplies to be disconnected.
   - Follow lockout/tagout procedures for each utility.
   - Ensure all controls and valves are in the OFF/SAFE position.
5. **Verification**
   - Test to confirm complete isolation using approved testing devices (e.g., test lamp, voltage detector).
   - Record verification results in the disconnection log.
6. **Final Confirmation**
   - Site Manager or delegate to conduct a final check of all isolation points.
   - Authorize further work only after confirmation of safe disconnection.

5. Documentation

- Disconnection permits/logs
- Risk assessment and SWMS forms
- Lockout/tagout records
- Notification logs

6. References

- Relevant national/state regulations
- Company safety policies
- Lockout/Tagout procedures

7. Review

This SOP should be reviewed annually or following any incident or regulatory update.