

Standard Operational Procedures (SOP)

Document No: 00000

Document Name	Handheld Valve Exerciser		
Document Number	00000	Document Version	V1.0

Purpose of this SOP

To document the correct procedure for safe and cost-effective operation of the above-mentioned apparatus, machine or tool.
This version supersedes any existing SOPs relating directly or indirectly to the above-mentioned apparatus, machine or tool.
This SOP applies, but not limited to all SFI management & employees, sub-contracted workers, and client related operations.

Site where this SOP applies: <i>(may include address):</i>	Various	Name of person/s preparing SOP:	Tom Scott
Person responsible for ensuring compliance with SOP:	Operator, supervisor, Management	Date SOP created:	12/10/2021
What measures are in place to ensure compliance with the SOP? <i>(eg direct supervision, spot checks):</i>	Spot checks, training, frequent supervision		
Person responsible for reviewing SOP control measures. <i>(eg PC's representative):</i>	Operator, Supervisor	Date SOP received by reviewer:	
How will the SOP control measures be reviewed?	Daily, when required, commencement of new employment or site induction		
Review date:		Reviewer's signature:	

Control Levels

1. **Eliminate** any risk of: equipment damage or reduced equipment service life, poor quality product or service, and personal injury or death.
2. **Reduce** the risk to equipment damage, health and safety by any one or any combination of the following:
 - **Substituting** a new activity, procedure, plant, process or substance
 - **Isolating** any personnel from any potential injury or equipment damage with the use of barriers or PPE
 - **Using engineering controls**, such as mechanical or electrical devices
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate PPE and safety signage.**
5. **Brief each team member on this SOP before commencing work.** Ensure team knows that work is to immediately stop if the SOP is not being followed.
6. **Observe work being carried out.** If controls are not adequate, stop the work, review the SOP, adjust as required and re-brief the team.
7. **Retain this SOP for the duration of ownership of the above-mentioned apparatus, machine or tool.**

Codes and Responsibilities

- Comply with any relevant OEM care and maintenance procedures



Work Area Check, Preparation and Safety

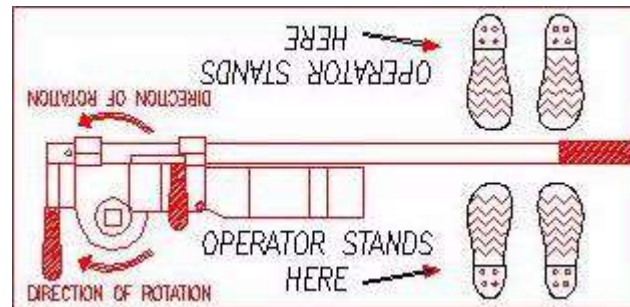
- Appropriate PPE must be worn before operation.
- Use appropriate signage and barriers.
- Operators of machinery must be licensed and competent.
- Locate nearest First Aid kit, spill kit, fire extinguishers.
- Comply with all site procedures, policies and inductions.

About handheld valve exercisers

- Handheld valve exerciser refers to a number of pieces of equipment from different suppliers, this SOP is prepared with the Wachs P2 in mind however can be applied to others.
- Handheld valve exercisers are handheld and controlled valve turners used for the safe and efficient operation and exercising of stop valves.
- If in doubt, ask a Valvemax representative for further instructions.

STEP 1 – Setup & Positioning

1. Select the appropriate length valve key so that the top of the key is at least waist-high when inserted on the valve nut. If necessary, use the optional valve key extension.
2. Make sure you have a place to stand with sure footing for both feet. If you have the electric drive handheld system, make sure that you are not standing in water when plugging in or operating the machine.
3. Keep vehicles and any other equipment far enough away so that the handle of the handheld system can rotate around the valve key without obstruction.
4. Always stand so that the rotation of the valve pulls the handle of the system away from you. If you are standing on the wrong side of the machine and the valve sticks, the increase in torque can knock you off balance or pin you against an obstacle, causing injury. Refer to the Operator Position label on the handle during use.



STEP 2 – Operation

1. When standing on the correct side of the machine, you will always push the power handle away from you. To drive the valve key in a right-hand (clockwise) direction, stand on the motor side of the handle. To drive the valve key in a left-hand (counter-clockwise) direction, stand on the side opposite the motor.
2. Direction of rotation is controlled by the power lever. Push the lever toward the handle to rotate the head in the right-hand direction. Push the lever away from the handle to rotate the head in the left-hand direction.



3. Torque is controlled using the torque knob on the hydraulic motor. Turn the torque knob counter-clockwise to increase torque. Turn the knob clockwise to decrease torque.

4.



STEP 3 – Valve Exercising

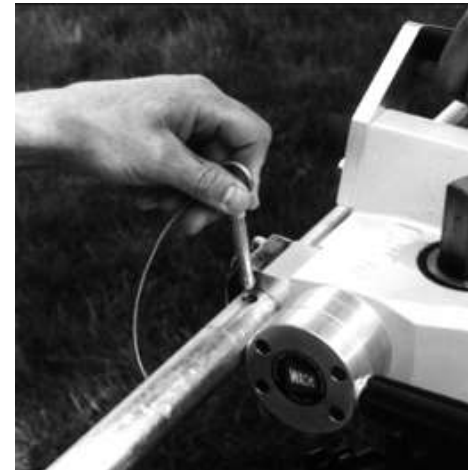
1. Stand in the correct position to rotate the valve in the closing direction.
2. Apply power. Use the minimum torque setting required to keep the valve turning.
3. Watch the torque reading on the control readout (gauge or screen). As you turn the valve, the torque level will probably increase as loosened debris builds up in the valve gate slides.
4. Turn the valve for about 10 rotations in the closing direction, then disengage power. If the torque limit is reached before 10 rotations, disengage power immediately.
5. Switch sides and apply power to turn the valve back in the other direction. Turn it for 2-3 rotations.

6. Continue this back-and-forth procedure until you reach the end of travel.
7. Switch sides and back the valve off 2-3 rotations.
8. Switch sides and drive the valve back to the end of travel. Repeat the back-and forth motion two more times to make sure all debris is cleared from the slides and the valve is fully seated at the end of travel.

STEP 4 – Two Person Operation

This section describes only the procedure for setting up the machine for two-person mode.

1. Insert the extension handle into the side of the P2 head opposite the handle, as shown below.
2. Insert the attached pin through the handle and extension



3. The second operator should stand on the opposite side of the machine as the primary operator, as shown below. The torque should be pulling the handle away from both operators.

