

1. Procedure summary

This will explain the procedures needed to complete a winterization inspection and create a list of materials needed to complete work.

Related Procedures

Valve Checklist for area being winterized.

Procedure impacts and concerns

Safety	Injuries from broken or busted water lines.
Quality	Need help
Delivery	Need help
Environmental	Loss of containment.
Cost	Could lead to further damage of both equipment and product.
Compliance	Need help

Responsibilities and owners

Document Owner	Martin Pacheco
Process Owner	Martin Pacheco
Site Manager	Rebecca White

2. Process

Process description

All exposed water lines need to be inspected for proper insulation. All heat trace needs to be checked and verified to be in working condition. All exposed drain valves need to be inspected for damage from cold weather. The heat trace should never be turned off at the source as this system will only operate at freezing temperatures.

Process diagram: Work Instruction



**Figure 1****Figure 2****Figure 3****Process steps**

- Do a walkthrough of the area that will be winterized.
- Inspect all heat trace in that area and make sure the lights are on.
- Visually check all insulation, make sure that it is all intact and there are no places missing insulation.
- Drain all water lines that are not in operation. Reference valve check list for area.
- Look for soft or wet spots on the ground as these could likely be leaks under the surface.
- Never turn heat trace off at the source, as this system will only turn on during freezing conditions.

3. Required documents**Input documents**

Need help

Output documents

Need help

4. Document control**Revision history**

R0 – Initial Release – Martin Pacheco
R1 – <Editor name>

Document approval

<Name>

Document reviewers

Eric Lowry

<Name>

5. Risk analysis

<Risk name>

<Mitigation plan>