



HINDUSTAN PETROLEUM CORPORATION LIMITED
VISAKHA- VIJAYAWADA- SECUNDERABAD PIPELINE

ISSUE NO: 2
REVISION NO.:00
EFFECTIVE DATE: 01/01/2018
SHEET: 1 of 4

INTEGRATED MANAGEMENT INSTRUCTION

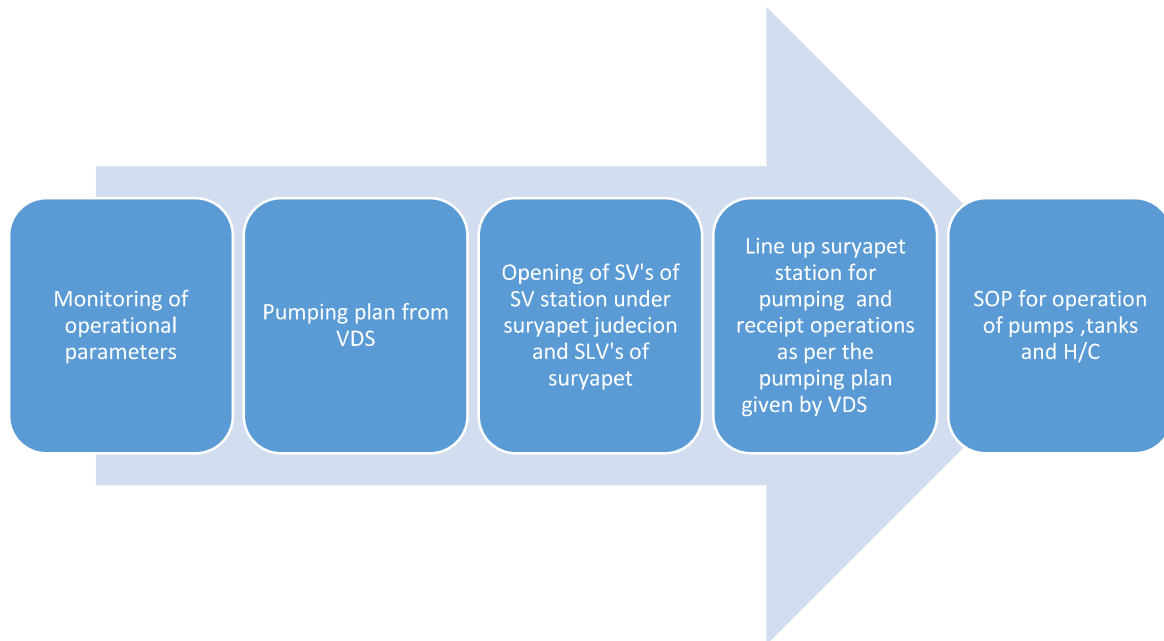
DOCUMENT NO.: IMP/OSP/01

TITLE

STARTUP OF SURYAPET STATION

Process: To provide guidelines for startup of Suryapet Booster station (includes lining up of SV stations) during pump by pass, only pumping, only receipt, receipt and pumping both, dedicated receipt of products

Existing IMS Document no: QMP/OSP/02

Clause	Elements
4.4.1 a	<p>Inputs to perform the process Pumping plan from VDS, Monitoring of operational parameters, man power, Tanks availability, SOP for operation of pumps , SOP for operation of h/c & tanks line up, status reports from SV Station guards, status reports from field</p> <p>Output of the process: Suryapet Booster Station lineup for VVSPL pumping operations</p>
4.4.1 b	<p>Process activities: Activity involved to perform the process</p> 
4.4.1 c	<p>Criteria & methods:</p> <p>1) When station starts with VVSPL SRS to open SLV and bring down pressure to 2Kg/cm2 SBS to open their SLV VDS to start their booster pump after opening SV's and SLV's SBS to start the pump In coordination with SRS,VBS,RBS & VDS VDS to start the pump VBS to start their pump and h/c as per the pumping plan</p>

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RBS to start the pump and h/c as per the pumping plan

- 2) When dedicated receipt
Take the clearance from VBS regarding the flow rate before starting the lineup the tank and manifold
Keep PCV1603,HOV42,MOV1613,MOV1615 in closed condition
Start the product receipt as IMI/OSP/02&05
Tank switch over to be done as per IMI/OSP/05
Ensure that HOV 42 should be open after dedicated receipt
- 3) When receipt is to be taken along with pumping
Take the conformation from VBS regarding the flow rate from VBS and pumping flow rate and receipt flow rate from VDS
Line up the tank as well as manifold as per IMI/OSP/01,02&03
Start the H/C and maintain adequate suction to start the mainline pump
Inform about h/c and pumping flow rate to VDS/VBS/SRS
- 4) When pumping the product without receipt
Lineup the mainline pump
Keep PCV1601,FCV1601,HOV66,MOV1620 fully closed
Start the mainline pump and keep desired flow rate by controlling the flow through the PCV1602
Inform the same to VDS, RBS, VBS, SRS about the pump starting and pumping flow rate.
- 5) When station is under pump bypass
Open the SLV's (MOV1601,MOV1615) and MOV1604 closed as per IMI/OSP/06
Conform the same to VDS,RBS,VBS & SRS
Once by pass flow started monitor flow and pressure parameters
- 6) When station is under pump by pass and receipt to be taken
Open the SLV's (MOV1601,MOV1615) and close HOV42 and lineup the station as per IMI/OSP/06
Take the conformation from VBS regarding the flow rate and from VDS regarding the receipt and by pass flow rate
Lineup the tank and manifold as per IMI/OSP/01,02&03
Once by pass flow stabilized start the receipt as per IMI/OSP/02&05

Performance indicators:

Safe and smooth operations.

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4.4.1 d	Resource: Manpower Electricity
4.4.1 e	Roles and Responsibilities: Shift In Charge
4.4.1 f	Risks: <ol style="list-style-type: none">1. Improper coordination2. Safety negligence3. Wrong feedback4. Improper monitoring of operational parameters5. Accident & Incident due to not use of proper PPE Opportunities: <ol style="list-style-type: none">1. Proper utilization of equipment2. Innovation in operations3. Close monitoring of operational parameters4. Strict follow of all SOPs5. Proper handling of equipment during maintenance
4.4.1 g	Review of the performance on the parameters identified in 4.4.1 c if required
4.4.1 h	Action planning for the negative deviation of the performance parameters identified in 4.4.1 c if required
4.4.2 a	Documents to be maintained: <ol style="list-style-type: none">1. Shift Log Book (IMF/OPN/01)2. Operations Log Book (IMF/OSP/01)3. Maintenance Log Book (IMF/OPN/02)4. PLC by-pass register (IMF/OPN/07)5. Certificate for Thermometer calibration (IMF/OPN/05)6. Certificate for Hydrometer calibration (IMF/OPN/06)7. Electrical Isolation & Energization Permit (IMF/OPN/10)8. Critical behavior check list for PPE observation (IMF/OPN/12)9. Tank cum gauge cum check list (IMF/OSP/03)
4.4.2 b	Documents to be retained: <ol style="list-style-type: none">1. Shift Log Book (IMF/OPN/01)2. Operations Log Book (IMF/OSP/01)3. Maintenance Log Book (IMF/OPN/02)4. Certificate for Thermometer calibration (IMF/OPN/05)

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5. Certificate for Hydrometer calibration (IMF/OPN/06)
6. PLC by-pass register (IMF/OPN/07)
7. Electrical Isolation & Energization Permit (IMF/OPN/10)
8. Critical behavior check list for PPE observation (IMF/OPN/12)
9. Tank cum gauge cum check list (IMF/OSP/03)

Risk	Risk rating	Action Plan
Improper monitoring of operational parameters	H	<ul style="list-style-type: none">Shift in-charge to ensure all safety measure before start of the jobShift officer to ensure proper feedback from field before start of any activity
Wrong feedback	H	
Accident & Incident due to not use of proper PPE	H	<ul style="list-style-type: none">Safety training to be given to all Contractor & Contract workmen

How to find the RISK/ opportunity for individual process

a) Analysis of individual interested party

Interested party involved in process	Expectation of the parties	Risk/ opportunity	Seriousness of Risk (RATE H- High, M=Medium, L-Low)	Is Risk has taken care in earlier version?	If yes, reference?	If not include here or Improvement required	Action Plan
Shift- In-charge	Safe Operations	Unsafe environment	H	YES, PARTIALLY	inspection by Officer In-charge		
Contract workmen	Safe Operations	Unsafe environment	H	YES, PARTIALLY			

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