Chevron Products

EQUIPMENT-SPECIFIC ENERGY CONTROL PROCEDURE (ECP)

General Information			
Location		**Asset Number(s)/ Equipment ID(s)**	COCO Station
Manufacturer or Equipment Name	Canopy Signage – Chevron Wordmark		

Hazardous Energy Identification

☐ Chemical ☒ Electrical ☒ Gravitational potential ☐ Hydraulic potential ☐ Kinetic
☐ Mechanical ☐ Pneumatic potential ☐ Radiation ☐ Thermal

Personal Protective Equipment Required (Beyond Basic PPE)

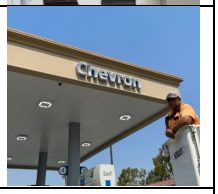
Use of vehicle/cones/tape to barricade the workspace. PPE required: safety vest, safety glasses, and proper gloves such as cut resistant, handling sharp edges or components, or insulated electrical gloves if working near live circuits, and safety shoes. Additional Consideration: Plan mitigation of potential falling objects and working at heights.

ONLY TRAINED AND AUTHORIZED PERSONNEL SHALL CONDUCT LOCKOUT/TAGOUT.

Shutdown Overview (Isolation Overview)

Isolation of the breaker for preventative maintenance, servicing, and troubleshooting. Isolation work will be conducted by an authorized maintenance contractor (GC) for lighting troubleshooting, lighting replacement, blown fuses and/or any electrical exposures. The lockout devices must be securely attached to the electrical circuit breaker. All work areas must be properly barricaded.

Shutdown Procedure (Isolation)

	Notify all affected employees that servicing or maintenance is required on the machine or equipment, and all energy sources will be shut down and locked out to perform the servicing and maintenance.				
	Energy Source(s)	**Control Method and Location(s)**	**Required Devices**	**Verification Method and Location(s)**	**Picture(s) (optional)**
1	Electrical	GC identify signage/canopy breakers located outside the main electrical panel.		Visual verification by GC	
2	Electrical	GC switch canopy breaker to “off” position, apply lock and tag.		Visual verification by GC and after installing lock and tag, verify that the circuit is de-energized by attempting to operate the breaker or associated equipment.	
3	Electrical	GC verify disconnects at the canopy sign located on the canopy of the station.		Visual verification by GC	
Final step	GC verify equipment is shut down and isolated. Perform servicing and maintenance on equipment.				

IF THE SYSTEM CANNOT BE LOCKED OUT OR IF THE SYSTEM FAILS VERIFICATION, CONTACT YOUR SUPERVISOR.

Startup Procedure (De-isolation)	
1	Only the GC who installed the lockout device should remove it, and only confirm that the work is complete, and the equipment is safe to energize.

2	Remove lock/tag from electrical breaker and switch to “on” position located at exterior station panel or outside at main electrical panel.
3	Once power is restored, GC check power at canopy signage.
4	GC breaks down and removes barricades from work areas.
Final step	Notify affected employees that the service or maintenance is complete, and the equipment is ready for use.

Version History and Approvals		
Date:	Name and Position:	Status: (Created/Approved/Annual Review*)
8/5/25	Dave Fink (GC)	Created
8/5/25	Sonja Moreno (CBRE)	Created
12/10/25	HSE	Revision
12/10/25	Matt Vollmer CBRE-FM	Approved
3/26/2026	Janel Edwards and Andy Jenness (HSE/CBRE)	Revised

**Procedure must be annually reviewed*