# Chevron Products

## EQUIPMENT-SPECIFIC ENERGY CONTROL PROCEDURE (ECP)

| General Information | | | |
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| **Location** | Inside store | **Asset Number(s)/ Equipment ID(s)** | All COCO Stations |
| **Manufacturer or Equipment Name** | Hot Water Heater | | |

**Hazardous Energy Identification**

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

**Personal Protective Equipment Required (Beyond Basic PPE)**

Use of 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: Heater may exceed 50lbs for an overheard lift.

**ONLY TRAINED AND AUTHORIZED PERSONNEL SHALL CONDUCT LOCKOUT/TAGOUT.**

**Shutdown Overview (Isolation Overview)**

Isolation of the hot water heater is required for maintenance or repair. Shut off the cold-water supply valve to stop water flow and pressure. De-energize the unit by turning off the circuit breaker and applying lockout/tagout (LOTO). Verify zero electrical energy at the unit using a digital multimeter before beginning work. Ensure the area is clear and secure during the procedure.

**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) |
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| 1 | Electrical & Hydraulic | Locate the electrical power sources (control panel and service disconnect) and the cold-water inlet valve supplying the hot water heater. | | Visually confirm the correct identification of all isolation points before proceeding. |  |
| 2 | Electrical | Turn off the circuit breaker at the control panel and the service disconnects. Apply lockout/tagout (LOTO) devices and tags to both points to prevent re-energization. | Breaker lock, disconnect switch lock. Digital Multimeter | Use a digital multimeter to confirm zero voltage at the heater's electrical terminals. |   |

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| 3 | Hydraulic (pressurized water) | Close the cold-water inlet valve to the water heater. Apply a valve lockout device and tag to prevent water and pressure buildup. | Valve lockout device, LOTO Tag | Attempt to open a nearby hot water faucet to confirm that no water flows into the system. |   |
| 4 | Stored hydraulic energy (pressurized water) | Open the drain valve at the base of the water heater to release any remaining water and pressure. | Hose (if needed, bucket or floor drain | Visually confirm that water has been fully drained from the tank. |  |
| Final step | Verify that 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)** | |
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| 1 | Ensure all tools, materials, and personnel are clear from the equipment. Confirm that all maintenance tasks are complete. |
| 2 | Ensure the drain valve is fully closed to prevent leaks when water is restored. |
| 3 | Remove the lockout/tagout device and tag from the cold-water inlet valve. Slowly reopen the valve to allow the tank to fill completely. |
| 4 | Inspect all connections and fitting leaks as the tank fills. |
| 5 | Remove lockout/tagout devices and tags from both the control panel breaker and service to disconnect. Restore power by switching both to the ON position. |
| Final step | Confirm the unit powers on and begin heating. Monitor for normal operation and any abnormal sounds, smells, or error indicators. |

| **Version History and Approvals** |
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| Date: | Name and Position: | Status:<br>(Created/Approved/Annual Review*) |
|---|---|---|
| 7/1/2025 | (HSE) | Created |
| 12/10/2025 | Janel Edwards HSE Manager | Revised |
| 12/10/2025 | Matt Vollmer CBRE-FM | Approved |
| 3/26/2026 | Janel Edwards/ Andy Jenness | Revised |

**Procedure must be annually reviewed*