

# Chevron Products

## EQUIPMENT-SPECIFIC ENERGY CONTROL PROCEDURE (ECP)

General Information					
<b>Location</b>	Inside store		<b>Asset Number(s)/ Equipment ID(s)</b>	All COCO Stations	
<b>Manufacturer or Equipment Name</b>	Instant Hot Water				
Hazardous Energy Identification					
<input type="checkbox"/> Chemical <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Gravitational potential <input checked="" type="checkbox"/> Hydraulic potential <input type="checkbox"/> Kinetic <input type="checkbox"/> Mechanical <input type="checkbox"/> Pneumatic potential <input type="checkbox"/> Radiation <input checked="" type="checkbox"/> 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, heat-resistant gloves when working near/on heated equipment, and safety shoes.					
<b>ONLY TRAINED AND AUTHORIZED PERSONNEL SHALL CONDUCT LOCKOUT/TAGOUT.</b>					
Shutdown Overview (Isolation Overview)					
Isolation of the Insta Hot Water Heater is required for maintenance or troubleshooting. Shut off the cold-water valve beneath the sink to stop water flow and pressure. De-energize the unit by switching off the circuit breaker at the control panel and applying lockout/tagout (LOTO). Verify zero electrical energy at the unit using a digital multimeter before beginning work. Ensure the area is secure and clear of unauthorized personnel.					
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	Identify the circuit breaker in the control panel that supplies power to the Insta Hot unit. Switch the breaker to the OFF position and apply a lockout/tagout (LOTO) device and tag.	Breaker lock, LOTO tag	Visually confirm that the breaker is in the OFF position and the LOTO device is securely attached.	
2	Electrical	Ensure the unit remains isolated by keeping the breaker off and LOTO in place.	Digital multimeter, insulated gloves	Open the access panel on the Insta Hot unit and use a digital multimeter to test voltage at the power terminals or toggle switch. Confirm zero voltage before beginning any work.	

3	Hydraulic (pressurized water)	Locate the cold water shut-off valve beneath the sink that supplies the Insta Hot unit. Turn the valve to the closed position to stop water flow and prevent pressure buildup.	Valve lockout device, LOTO Tag	Visually confirm the correct identification of all isolation points before proceeding.	
Final step	Verify that equipment is shut down and isolated. Perform servicing and maintenance on equipment.				
<b>IF THE SYSTEM CANNOT BE LOCKED OUT OR IF THE SYSTEM FAILS VERIFICATION, CONTACT YOUR SUPERVISOR.</b>					

Startup Procedure (De-isolation)	
1	Ensure all tools, materials, and personnel are clear from the unit. Confirm maintenance is complete
2	Verify that 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 shut-off valve beneath the sink. Slowly reopen the valve to restore water flow.
4	Remove the lockout/tagout device and tag from the circuit breaker in the control panel. Switch the breaker to the ON position to restore power.
Final step	Turn on the hot water tap and confirm that the Insta Hot unit is functioning properly. Check for leaks, unusual noises, or error indicators.

Version History and Approvals		
Date:	Name and Position:	Status: (Created/Approved/Annual Review*)
7/1/2025	(HSE)	Created
12/10/25	Janel Edwards HSE Manager	Created
12/10/25	Matt Vollmer CBRE-FM	Approved
3/26/2026	Janel Edwards and Andy Jenness (HSE/CBRE)	Revised

*\*Procedure must be annually reviewed*