



**IPS**

Industrial Performance Services

**ITCS**

Industrial Tubular Catalyst Services

# HAND / MANUAL TORQUE PROCEDURE

V:2023.1

# Hand / Manual Torque Procedure

January 2023

## 1.0 Purpose

- 1.1 To safely apply the proper torquing methods to flanged connections using Hand/Manual torque wrenches equipment.
- 1.2 The requirements contained within this procedure are applicable to IPS★ITCS and its Affiliates.

## 2.0 Equipment and Tools

- 2.1 Appropriate size torquing equipment tools large enough to accommodate Target torque value.
- 2.2 Approved Back-Up wrench with safety lanyard
  - 2.2.1 See Pre-Job Review 4.5 for "Approved" Back-Up wrenches.
- 2.3 Miscellaneous hand tools and containment drip tray.

## 3.0 Customer to Furnish

- 3.1 Scaffolding, platform and/or ladder(s), as needed.
- 3.2 Manpower, crane or rigging for installation and removal of equipment to and from platform if needed.
- 3.3 The support of the piping component from moving once the joint has been broken.
- 3.4 Necessary work permits and authorizations.
- 3.5 Isolation of necessary equipment following appropriate Lockout Tag-out procedures.
- 3.6 Decontamination of equipment.
- 3.7 Radiation Protection and Health-Physics service, as required for nuclear applications.

## 4.0 Pre-Job Review

- 4.1 Review job requirements and perform a job walk down with the customer.
- 4.2 Verify with the Customer Contact, conditions are as stated on the Pre-Job Assessment.
- 4.3 Permits
  - 4.3.1 What types of permit(s) will be required
  - 4.3.2 Who approves, signs, and receives the permit(s)
- 4.4 Back-up Wrenches
  - 4.4.1 Back-Up Wrenches must be approved by the facility prior to the job starting.
- 4.5 Unapproved Back-Up tools
  - 4.5.1 Unapproved Back-Up Wrenches must also be communicated by the facility personnel to ITCS Mechanical QC so it can be enforced to keep those tools away from job site.
- 4.6 Before any use inspect the entire tool system, including sockets and backup wrenches.
  - 4.6.1 Do not use heavily worn sockets, backup wrenches, damaged tools, connectors of any kind.
- 4.7 Decontamination of equipment, if applicable.
  - 4.7.1 Does the customer have a means of decontaminating equipment and tools that may come in contact with chemicals or radioactive material?
  - 4.7.2 If hazardous waste is generated, does the plant have areas for disposal?
  - 4.7.3 Review Communications Procedure with all persons on work crew.



## 5.0 Communications Procedure

- 5.1 If a team of two or more persons are working together to loosen or tighten a bolted assembly, a communication plan must be discussed and used.
  - 5.1.1 The communication plan may be verbal, visual, hand signals or radio. All persons involved must understand the communication method and it must be documented on the JSEA.
    - 5.1.1.1 If a backup wrench is used, the backup wrench must be held in a manner that keeps the person's hands clear of pinch points at all times.
      - 5.1.1.1.1 It is mandatory to use a lanyard with your back-up wrench when working from an elevated position.
      - 5.1.1.1.2 The person repositioning the back-up wrench must communicate to the person operating the hand torque wrench.
      - 5.1.1.1.3 The person operating the hand torque wrench must confirm.
      - 5.1.1.1.4 Once the back-up wrench has been repositioned, the person on the back-up wrench will confirm that their hands and fingers are clear of the wrench and pinch points and will give the hand torque wrench operator clearance to continue torquing.

## 6.0 Procedure

- 6.1 Complete and review Job Safety Environmental Analysis (JSEA) with participating employees.
  - 6.1.1 A plant JSEA is acceptable in lieu of the IPS★ITCS as long as all Safety points are covered.
- 6.2 Determine required torque by one of the following methods: Use customer provided torque, if applicable. Use Torque Value Charts.
- 6.3 Complete an Elongation Calculation Worksheet (if ultrasonic measurements will be taken) and Follow Ultrasonic Bolt Measurement procedure before proceeding with torquing operations.
- 6.4 Visually check that the flange has been correctly assembled and the correct gasket is in place.
- 6.5 Visually check that the studs have been lubricated correctly.
- 6.6 Using an approved marking tool (paint marker, crayon, etc.) begin numbering stud locations on the flange according to the appropriate bolt sequence as required.
- 6.7 Number 1 should be located at top center (or top left of center) on vertical joints; and north (or west of north) on horizontal joints.
- 6.8 Begin tightening pattern pass #1 at 30% of target torque, according to the numerical sequence marked on the flange.
  - 6.8.1 Pass #2 at 60% of target torque.
  - 6.8.2 Pass #3 at 100% of target torque.
  - 6.8.3 Pass #4 a circular pattern at 100% of target torque until there is no further movement of the nuts.
- 6.9 Perform relaxation passes a minimum of 4 hours after pass 4 has been completed if allowed by customer.
- 6.10 Record all information on Flange Make-Up Data Sheet
- 6.11 Ensure work area is left in a clean and safe condition and all permits and LO/TO has been signed off.



# Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

# Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.


This employee has not attained the competency level.

\*

\* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: \_\_\_\_\_

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

# Environmental Aspects and Impacts

## Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
<b>Purchasing &amp; Administrative Work</b>	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
<b>Climate Control</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
<b>Cleaning of – offices / vehicles</b>	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
<b>Transport (Fleet vehicles / staff travel)</b>	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
<b>Operations</b>		

Sample only.  
To be filled in



# Risk Assessment

Risk Assessment // insert name here					
Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.  Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job  Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating  Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure  <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i>  Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

# Audit

<b>Process:</b> insert// <b>Procedure:</b> Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		