

Ethanolamines/Glycol Ethers

Tier 3 Safework/Operating Procedure

Section Number: 816
Issue Number: 1.3
Original Date: 01-31-92 **Author:**
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Title: Racking A 2300 Volt Motor Starter In Or Out
References: Glossary Of Equipment Identification (Text # 114)

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816. Racking A 2300 Volt Motor Starter In Or Out

1.0 Objective:

- 1.1 To perform this task in a safe and efficient manner without damage to equipment or injury to personnel.

2.0 Responsibility:

- 2.1 It is the responsibility of the operations supervisor and the senior operations specialist to ensure that this procedure is fully complied with.
- 2.2 It is the responsibility of the senior operations specialist and operations specialist to ensure that this procedure is fully executed.

3.0 Safety notations:

- 3.1 When racking a 2300 volt motor starter in or out, the nomex suit, hood with face shield, rubber and leather gloves must be worn.
- 3.2 When performing these jobs, stand to the side of the switch gear to minimize the hazards of a direct blast from the starter.
- 3.3 Also an additional person must be standing by to observe this operation.

4.0 Special notations:

- 4.1 If pulling the fuses is necessary. Have a knowledgeable qualified person pull them.

5.0 Procedure:

- 5.1 To rack out the starter:
- 5.2 Check the field switch and motor to insure they are off.
- 5.3 Turn the motor starter switch to stop.
- 5.4 Pull the switchgear lever down with a steady forceful motion and make sure the lever does not flip back up.

5.5 Turn the handle 90 degrees to complete the job.

5.6 Tag if necessary

5.0 Procedure: Cont'd.

5.7 To rack in the starter:

5.8 Make sure the job is complete and tags are pulled.

5.9 Check the field switch and starter switch to ensure they are off.

5.10 Push the switchgear lever up with a steady forceful motion. Making sure it does not flip back down.

5.11 Turn the starter switch to the run position.

5.12 Always store nomex and equipment in the proper place. So it can be found when needed again.

6.0 Revisions

6.1	Revision #1	06-22-93	Yearly Review
6.2	Revision #2	12-21-94	Yearly Review
6.3	Revision #3	12-29-95	Yearly Review