

**SOP Number**    **WSF- 011**  
**SOP Title**        **Bolting and Torquing**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>011</b>				

**1. PURPOSE**

- This procedure is a guideline on the proper way to bolt and torque equipment and material for facility construction. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as the regulations set forth by our clients.

**2. INTRODUCTION**

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the proper procedure to follow while bolting and Torquing for facility construction.

**3. SCOPE**

- This procedure has been set in place for BBGCI personnel who will be performing operations for bolting and torquing for facility construction.

**4. DEFINITIONS**

- Bolt(ing) – to align flanges, insert bolts, gaskets, and tighten nuts using proper tools
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move.
- Torque/torquing – Using torque wrench to tighten flanges according to BBGCI Torque Chart.
- BBGCI Torque Chart – Standards for required force and sequence for torquing flanges according to size

**5. RESPONSIBILITIES**

BBGCI Personnel

1. Participate in tailgate meeting and JSEA.
2. Understand the scope of work prior to beginning task.
3. Maintain good communication with all employees involved in this process.
4. Properly inspect all tools before use.
5. Understand required torque.

**6. SPECIFIC PROCEDURE**

Bolting Flanges

*(Personnel Involved: BBGCI Personnel)*

1. Before work can commence, properly complete all JSEA's, work permits, safety tailgate meetings.
2. Properly inspect all tools to be used.
3. Establish the scope of work, and ensure everyone knows their specific job duty.

4. Lubricate bolts.
5. Use alignment tool to align bolt holes in flanges.
6. Insert bolt in bottom of flanges, partially tighten nuts.
7. After gasket is inserted between flanges and properly aligned, install remaining bolts, making sure flanges are in line and bolts and nuts are properly tightened.

Torquing Flanges

*(Personnel Involved: BBGCI Personnel)*

1. Before work can commence, properly complete all JSEA's, work permits, safety tailgate meetings.
2. Understand required torque needed for specific flanges.
3. Properly inspect all tools.
4. Inspect torque wrench calibration date, required to be within 12 months.
5. Torquing larger flanges using larger torque wrench may require additional personnel to hold a back up wrench.
6. Use torque wrench to tighten flange bolts.
7. Tighten bolts using correct sequence displayed on BBGCI Torque chart.

**7. JOB RELATED HAZARDS**

***Slips, Trips and Fall Hazards:***

- Working and walking around existing facility piping and supports
- Working and walking on uneven surfaces or rocks

***Pinch Points and Line of Fire Hazards:***

- Using hand tools
- Wrench slipping
- Between flanges

***Muscle Strain:***

- Applying force to wrenches

**8. REQUIRED PPE**

- Hard hat
- Safety Glasses
- Steel Toe Boots
- Gloves
- Fire Resistant Clothing (FRC's)

- Personal Gas Monitors (Site Specific)

**9. FORMS/TEMPLATES TO BE USED**

- JSEA
- Work Permits (If Required)
- Client Required Forms

**10. INTERNAL AND EXTERNAL REFERENCES**

**10.1 Internal References**

**10.2 External References**

**11. CHANGE HISTORY**