



## GENERAL HIGH VOLTAGE SHORE CONNECTION (HVSC)\* DISCONNECTION PROCEDURES

\*Also known as: Alternative Maritime Power (AMP)

Effective Date:  
03/04/2014

Revision #: 4

Page 1 of 2

### 1. POLA AMP CREW SAFETY MEETING AT TERMINAL - POLA

- Minimum of one Qualified Electrical Workers (QEW) and one Qualified Person (QP). Except as specifically noted in these procedures, POLA crew members can initiate activities prior to all members being present and the order of numbered items can be modified as appropriate to the specific event and work efficiency, provided such items can be safely undertaken. Note the tasks (bullets) within a numbered item are largely in the order that tasks should be completed.
- Follow and complete Checklist for HVSC Disconnection.
- Identify POLA Person-In-Charge (PIC) (must be QEW).
- Identify hazard locations (i.e. areas being loaded/unloaded, vehicles, forklift working around the crew, lifting, etc.).
- Verify the location of: communication equipment (i.e. walkie-talkies, emergency phone numbers), location of fire extinguishers, first aid kit.
- Verify that all crew members have the proper PPE (i.e. hard hats, gloves).
- Complete top of POLA HVSC Pre-Power Transfer Conference form (Pre-Power Transfer Conference is not required).

### 2. SHIP TRANSFERS TO SHIP POWER- SHIP

- Ship opens shore breaker remotely, via the E-stop or other means.

### 3. AMP SUBSTATION BREAKER DISENGAGEMENT TO DE-ENERGIZE - POLA

- POLA PIC and QP required for switching. Qualified Person will observe POLA PIC from outside the approach boundary of the feeder HVL and earth grounding switches, and be prepared for emergency response if needed.
- Only after items 1 thru 2 have been completed, POLA PIC open the main breaker and feeder HVL switch for shore vault used and visually verify all three blades are disengaged and removes Kirk key KC.
- POLA PIC insert Kirk key KC in earth ground switch, close the earth ground switch, visually verify all three blades are engaged
- POLA PIC lock-out the earth ground switch and remove Kirk keys KA & KB.
- POLA PIC take meter reading from main breaker and record on HVSC Pre-Power Transfer Conference form "for POLA use only" section. Have 2<sup>nd</sup> crew member verify meter reading.
- POLA PIC provide Kirk keys KA & KB to Ship PIC/designee.
- POLA PIC monitor ship cable disconnection to ensure use of appropriate procedures and avoid damage to equipment.

-continued on next page-

**UNCONTROLLED COPY**



CONSTRUCTION AND MAINTENANCE  
DIVISION

## GENERAL HIGH VOLTAGE SHORE CONNECTION (HVSC)\* DISCONNECTION PROCEDURES

\*Also known as: Alternative Maritime Power (AMP)

Effective Date:  
03/04/2014

Revision #: 4

Page 2 of 2

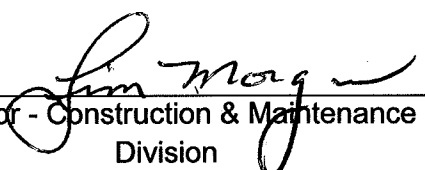
### 4. DISCONNECTION VAULT ON DOCK – SHIP/SHIP DESIGNEE

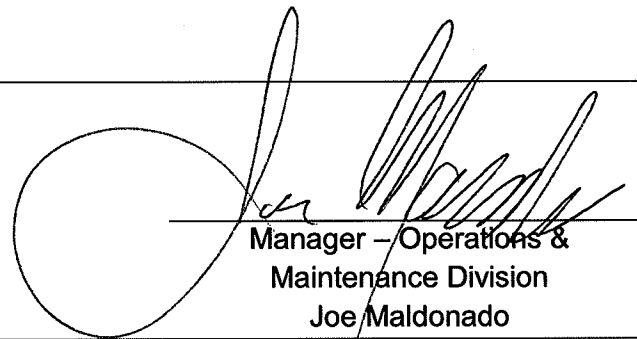
- Only after items 1 thru 3 have been completed, Ship PIC/designee lock-out ground switch.
- Ship PIC/designee insert Kirk keys KA & KB, remove Kirk key safety interlock pins, remove securing chains, and unplug cables from shore vault.
- Ship rolls cables up from shore vault onto ship (except when using barge or cruise terminal AMP mobile).
- Ship PIC/designee secure vault.
- Ship PIC/designee remove lock from ground switch.

### 5. SUBSTATION AMP BREAKER SECURED – POLA

- Only after items 1 thru 4 have been completed, POLA PIC remove lock from ground switch.
- POLA PIC close and secure substation.
- POLA PIC complete POLA HVSC Pre-Power Transfer Conference form “for POLA use only” section, including time of ship disconnection from shore power, if known.
- POLA PIC submit completed POLA HVSC Pre-Power Transfer Conference form and Checklist for HVSC Disconnection to Division 147 by end of shift.

APPROVAL:

  
\_\_\_\_\_  
Director - Construction & Maintenance  
Division  
James Morgan

  
\_\_\_\_\_  
Manager – Operations &  
Maintenance Division  
Joe Maldonado

### REVISION HISTORY

REVISION #	DATE	SECTIONS AFFECTED
0	12/04/2013	All
1	12/19/2013	(1) Added requirement to complete checklist. (4) Ship lock-out made mandatory. Correction of typographical errors.
2	01/13/2014	All: Changed to bullet format.
3	01/27/2014	(3) Clarified need to monitor for equipment damage. (5) Added removal of POLA PIC lock as a step. All: Updated name of form.
4	03/04/2014	(1),(3), (4), and (5): Clarification regarding ability to change order of numbered items and ability to proceed with some tasks prior to arrival of complete crew.

**UNCONTROLLED COPY**