

Preservation

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Foreword

The NORSOK standards are developed by the Norwegian petroleum industry to ensure adequate safety, value adding and cost effectiveness for existing and future petroleum industry developments.

The NORSOK standards are prepared to complement available international standards and fill the broad needs of the Norwegian petroleum industry. Where relevant NORSOK standards will be used to provide the Norwegian industry input to the international standardisation process. Subject to development and publication of international standards, the relevant NORSOK standard will be withdrawn.

These standards are developed according to the consensus principle generally applicable for most standards work and according to established procedures defined in NORSOK A-001

The preparation and publication of the NORSOK standards is supported by OLF (The Norwegian Oil Industry Association) and TBL (Federation of Norwegian Manufacturing Industries). NORSOK standards are administered and issued by NTS (Norwegian Technology Centre).

Annex A is normative.

1 Scope

This standard defines the principles and structure to ensure that equipment and systems are kept preserved during all phases of the project, before taken into use.

2 Normative references

The following standards include provisions which, through reference in this text, constitute provisions of this NORSOK standard. Latest issue of the references shall be used unless otherwise agreed. Other recognized standards may be used provided it can be shown that they meet or exceed the requirements of the standards referenced below.

FEAM Regulation for Electrical Installations, Maritime Installations.

3 Definitions and abbreviations

3.1 Definitions

Executor:	An organisation, supplier, contractor that performs a predefined scope of work.
Preservation:	The protection, and preventive maintenance carried out on equipment and systems before it is taken into use.
Initial Preservation:	The application of specified preservatives and fitting of specified protection to any equipment/system by suppliers prior to delivery, to maintain the equipment/system unimpaired.
Preservation Maintenance:	The periodic activities to confirm that the initial preservation is intact and functioning. This also includes repair of deteriorated initial preservation.
Preservation Record:	The different forms for each discipline, which together with this standard defines and records the preservation requirements and activities.
Preservation Dossier:	Preservation documentation compiled in MC packages. (Paper or electronic format)
Preservation checklist:	The preservation checklist, which defines the minimum requirements to maintain the initial preservation.
Suppliers' Additional Maintenance Preservation Requirement:	Defines suppliers' additional requirements to keep the initial preservation intact.
Preservation Program:	Is a computerised system, which identifies the preservation requirements and the last and the next date for preservation based on periodic intervals for the equipment.
MC package:	A practical unit of the scope of work for one discipline within a Commissioning package.
Commissioning package:	A practical scope of work unit within a System or Subsystem for Commissioning, constituting a functional unit, which can be tested by commissioning to confirm its suitability for operation.

3.2 Abbreviations

HVAC	Heating, Ventilation and Air Conditioning
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MC

Mechanical Completion

4 Preservation principles

4.1 Functional requirements

The functional requirements for preservation are to apply and maintain the preservation condition and operability of systems and equipment before taken into use.

4.2 Preservation Phases

4.2.1 Supplier phase

In the Supplier phase, Supplier is responsible for:

- a) Identification and description of initial and any additional preservation requirements.
- b) Performing initial preservation.
- c) Performing preservation maintenance.
- d) Filling out preservation labels and fix it to the equipment.
- e) Documenting preservation activities on preservation records.
- f) Filing of toxicological data sheets in the preservation dossier for all preservation products being used.
- g) Preparation of preservation dossier.
- h) Preparation of procedure for packing, marking and protection of skid / equipment including list of preservation materials and methods used.
- i) Preparation of a procedure for storage of the skid / equipment and for maintenance preservation during the construction period at the fabrication site. This procedure shall also include method for removal of the preservation used on the skid / equipment, and shall be included in the preservation dossier.

4.2.2 Preservation maintenance phase

In the preservation maintenance phase, executor is responsible for:

- a) Timely issue of requisite preservation record sheets and labels to equipment suppliers.
- b) Inspection of equipment on receipt.
- c) Filling out preservation labels and fix it to the equipment.
- d) Preservation maintenance according to requirements and suppliers additional maintenance preservation requirements.
- e) Updating the computer based preservation program.
- f) Reinstating preservation in accordance with requirements.
- g) Filing of toxicological data sheets in the preservation dossier for all preservation products being used.
- h) Recording preservation activities on preservation records.
- i) Preparation of preservation dossier where applicable.

4.3 Status reporting

4.3.1 Preservation program

An electronic based system should be used to administrate the periodic preservation requirements of equipment and systems, and to record the status of the same. The engineering indices/registers shall be used for identification of items for which preservation is required. Executor shall keep the preservation system updated.

4.3.2 Status report

Executor shall report initial preservation status by signing the applicable preservation Record sheets. Executor shall, when they receive these documents, register the status indicated on the records, into the preservation program.

4.4 Common requirements

4.4.1 Common requirements

Ensure that preservation requirements are included in purchase orders and contracts.

4.4.2 Suppliers instructions

Equipment suppliers shall establish preservation instructions based on this standard, covering all project phases.

4.4.3 Initial preservation

Initial preservation shall be based on specified storage conditions and for applicable duration.

Any supplier additional preservation requirements specific to particular equipment during storage and construction shall be identified and details given by the supplier on "Suppliers additional maintenance preservation requirements".

4.4.4 Preservation maintenance

The Executors minimum requirements for preservation maintenance shall be as detailed on the preservation checklists included in Annex A.

Preservation maintenance checklists have been developed for the mechanical, electrical and instrument disciplines.

The mechanical checklist also covers preservation for HVAC, piping, insulation, surface protection, structural, architectural and safety equipment.

Instrument check list also covers preservation of fire and gas equipment, telecommunication equipment and computer related equipment.

4.4.5 Interval

Intervals used on the checklist are as follows:

Interval

1	(1 week)
2	(2 weeks)
3	(3 weeks)
4	(4 weeks)
8	(8 weeks)
12	(12 weeks)
24	(24 weeks)

Calls for interval higher than 1 week shall include the checks covered by the lower interval(s) in the "Preservation maintenance check list".

For each interval it is a description of the check to be carried out. These descriptions are meant to be self-explanatory. I.e. no equipment tag number is specified.

If preservation is removed or damaged due to normal construction or commissioning activities, or for any other reason, Executor shall rectify or reinstate the preservation.

4.4.6 Inspection of equipment on receipt

All equipment shall, on delivery to the next phase, be checked with respect to the condition of the preservation. Any anomalies shall be rectified according to requirements.

For equipment packages supplied internally preserved, hermetically sealed with humidity detectors fitted, no further action except external inspection is required during storage period.

4.4.7 Storage

Executor shall be solely responsible for the care and cleanliness of the equipment during off-loading, handling, storage and construction period and shall ensure a standard of care and cleanliness appropriate to the type and duty of the equipment. Outdoor storage is only acceptable for equipment prepared for it by the supplier. Maintenance preservation according to this standard shall be performed during storage period.

For special or sensitive equipment, designated storerooms shall be heated, vented, clean and dry. The storage environment has to fulfil suppliers' requirements.

4.4.8 Protective coating

Exposed external machined surfaces shall be coated with a rust preventive wax.

Drinking water units / systems shall not be coated internally with wax, oil, antifreeze or toxic materials or any other preservation material that may jeopardise the health of personnel using the drinking water.

4.4.9 Construction/weather protection

During fabrication, installation and construction, a temporary protective slanting roof with sidings shall be erected around equipment skids special equipment as inline inst. valves, pumps, electric motors, etc. This temporary protection shall be non-flammable.

Other types of equipment as instruments shall be protected with aluminium sheeted glass fibre cloth, min. 0,3 kg/m² and sealed or equal

The executor shall design and install a temporary covering enclosure for protection. The enclosure must be provided with access for lifting, hook up of piping, hook up of electrical/instrument cables and access for periodic maintenance of preservation without removal of the entire enclosure.

4.5 Documentation

4.5.1 General

The physical documentation and recording of preservation activities shall be carried out using the preservation record sheets. Purchase orders for bulk equipment deliveries such as pipefitting, valves and untagged instruments, etc. can be dealt with differently from equipment with individual equipment tag numbers, i.e. one check list per equipment type for each release note on a bulk package.

4.5.2 Suppliers

Initial preservation shall be carried out and documented by the suppliers according to the record sheets. The suppliers shall complete record sheets and give input for "inspection items" which are applicable. Suppliers shall prepare and complete preservation dossiers. These shall include all preservation documentation (preservation records and supplier's preservation maintenance requirements) completed by the suppliers. At completion of their work suppliers shall submit these dossiers to the organisational unit responsible for the next phase. A copy of supplier's additional maintenance preservation requirement and preservation records shall follow the skid/equipment.

The preservation dossier shall include:

- a) Preservation records
- b) Tagged equipment list per MC package
- c) Toxicological datasheets for preservation products being used
- d) Additional maintenance preservation requirement
- e) Procedure for removal of preservation products used
- f) Supplier procedure for packing of the skid/equipment
- g) Interval for additional preservation requirement
- h) Supplier instruction for preservation during construction at fabrication site
- i) Record of Suppliers' resistance measurements on motors, heaters etc

4.5.3 Construction/assembly phase

The original preservation dossier from the suppliers shall be handed over to construction/assembly executor for updating of the preservation program.

On receipt of equipment executor shall immediately check the equipment preservation.

Executor shall prepare and complete preservation dossier. These shall include all preservation documentation for equipment and systems. All documentation prepared and completed by suppliers, and any new revised requirements due to installation activities shall be included. These dossiers shall be submitted to the next executor.

The preservation dossier shall include the same as for Suppliers above.

4.5.4 Succeeding phase

Succeeding executor shall maintain preservation maintenance and documentation.

5 Preservation execution

5.1 General requirements

Supplier shall have the full responsibility for preservation of the equipment until delivery, and to deliver the equipment initially preserved according to his own additional requirements, minimum according to this Standard.

- a) Necessary periodical survey shall be carried out as per preservation maintenance checklists.
- b) Sensitive equipment shall be stored indoor in heated and humidity controlled storage areas.
- c) All in/outlets from units/skids shall be plugged/blanked. Flanges shall be blanked with oil resistant rubber gaskets and steel or water resistant plywood plate with 4 off galvanised bolts sufficient to provide mechanical protection and water/dust tight sealing.
- d) Threaded openings shall have metal plugs of metallurgy equal to the component being capped or plugged. If IP rating is maintained, plastic plugs are acceptable for non-hydraulic/pneumatic systems.
- e) Flush through system with preservation medium.
- f) Drain out ensuring that no water is trapped in system.
- g) Bulk carbon steel piping shall be delivered coated with corrosion inhibitor (inside and outside) and fitted with end caps. The corrosion inhibitor shall be an easily removable preservation agent.
- h) Lubricate door hinges, grease nipples and fastener.
- i) All exposed unpainted-machined surfaces shall be coated with rust preventive wax.
- j) Cover all glasses in instruments/panel fronts, with minimum 6mm plywood.
- k) Aluminum sheeted glass fibre cloth shall be used to envelope pressure gauges, controllers, panels, junction boxes, temp. instruments, telecom equipment, detectors, transmitters, heaters, pushbuttons, and connection boxes.
- l) Apply thin layer of acid free Vaseline or equal to gaskets on door covers.
- m) All ball valves shall be locked in open position.
- n) All exposed valves spindles shall be covered with grease tape, teflon lubricant and vulcanizing tape or equal.
- o) Packing of equipment for transportation and under erection shall protect the equipment against humidity, dust and mechanical strain, which may occur during outdoor storage, loading and construction. The enclosure used for this purpose shall allow access for stripping down the unit, enable receipt control, maintenance preservation and be provided with hatches for lifting, hook-up of piping, electrical/instrument cables and tubing without removing the entire enclosure.
- p) All surfaces exposed to welding and grinding splatter shall be protected with fire resistance aluminum sheeted glass fibre cloths or similar fire resistant material.
- q) General clean up routine and good housekeeping is a prerequisite for successful execution of preservation.
- r) For equipment or pipe systems where water is used for cleaning or pressure testing, the water shall have antifreeze medium added unless the water is completely drained off. If ambient temperature is below 4°C during any of these operations, the water shall have antifreeze medium added. For preservation after testing, vapour corrosion inhibitor shall be used inside equipment
- s) Dessicative shall not be in direct contact with metallic surfaces.

5.2 Preservation labels

- a) Stand alone tagged equipment, one preservation label shall be fixed to each tag.
- b) For equipment skid, one label for the main tag, one for each rotating equipment, one for each electrical equipment that is to be megger tested and one for each discipline represented on the skid.

5.3 Discipline requirements

5.3.1 Special instructions for electrical and electronic equipment

- a) All electrical and electronic equipment exposed to humidity shall be protected with desiccant or vapour corrosion inhibitor.
- b) Special precaution to be taken on electrical heaters. To be specified in supplier's preservation instruction.

- c) Shafts on electrical motor and mechanical seal shall be protected with grease tape, silicon-based lubricant and vulcanizing tape or equal.
- d) Electrical equipment shall be insulation resistance measured according to FEAM and results for motors, heaters, generators, converters and transformers measurements shall be recorded on EP-02. Measurements must not be older than 1 month at delivery date.
- e) All non-terminated cable ends shall be fitted with shrinking shroud.
- f) All spare cable entrances in panels and boxes shall be plugged.
- g) All space/motor heaters on motors, generators, panels etc. should be energized during storage and installation phase.
- h) Gaskets/O-rings on electrical and electronic equipment shall be greased with acid free Vaseline and equal.

5.3.2 Special instructions for instrument equipment

The instrument discipline includes also the following disciplines: Fire & Gas and Telecom.

- a) Instrument equipment containing electronics shall be protected with desiccant or vapour corrosion inhibitor.
- b) All openings in hydraulic/pneumatic tubing shall be provided with steel caps or solid shank steel plugs of metallurgy equal to the metallurgy of the component being capped or plugged. Non-metallic plugs shall not be used.
- c) Gaskets/O-rings on instrument equipment shall be greased with acid free Vaseline and equal.
- d) All non-terminated cable ends shall to be fitted with shrinking shroud.
- e) All spare cable entrances in panels and boxes shall be plugged.

5.3.3 Special instructions for mechanical equipment

The mechanical discipline includes also the following disciplines: Piping, HVAC, Safety, Architectural, Surface protection, Insulation and Structure.

- a) Coat all carbon steel flanges on gasket faces, including access hatch covers with rust preventive wax.
- b) Open flexible hose connections shall be plugged.
- c) When units are installed and pipes hooked up, all hook up flanges shall have 1mm galvanized dust blind with ample size red painted spade handle fitted.
- d) Greased bearings shall be greased. Check supplier information.
- e) Insulated units, where insulation is exposed to damage during storage installation shall be protected with 10 mm plywood plates.
- f) All spools/lines shall be protected with min. 10mm water resistant plywood plate with 4 off galvanized bolts and a form of gasket sufficient to provide mechanical protection and water/dust tight sealing.
- g) All ends that have been beveled for welding shall be provided with closure designed to prevent of foreign material and damage to the bevel.
- h) All factories prepared pipes delivered from pipe supplier shall be capped at both ends with a heavy plastic cap sealed and fixed.
- i) Carbon steel pipes that are internally sandblasted or chemically cleaned shall be preserved internally with water based/soluble inhibitor without the content of solvents or equal.
- j) All threaded openings shall be provided with steel caps or solid-shank steel plugs of metallurgy equal to the metallurgy of the component being capped or plugged.
- k) All valves shall be preserved in both open and closed position, valves supplied for stock to be preserved for long term storage, all exposed valves spindles shall be covered with grease tape, teflon-based lubricant and vulcanizing tape or equal.
- l) Gate valves shall be stored and installed in closed position, globe and gate valves shall be looked in open position.
- m) Special connections such as hubs, compact flanges etc. shall have protection that cover seal areas properly.

Annex A

(normative)

Preservation records and checklists

Preservation record

EP-01	Electrical	
EP-02	Example of preservation labels	
EP-03	Electrical preservation maintenance check list	
IP-01	Instrument	
IP-02	Instrument preservation maintenance check list	
MP-01	Mechanical	
MP-02	Mechanical preservation maintenance check list	

		PRESERVATION RECORD		Sheet no.	<Project>		
		ELECTRICAL (EP-01)					
PO no. : _____		Area : _____		MC Package no.			
Manufacturer : _____		System : _____		Tag no. (Applicable Items)			
Description : _____		Subsystem : _____					
VALID STATUS CODE = OK, NA							
INSPECTION ITEM		SUPPL.	FABR.	HOOKUP	COMMENTS		
01	Supplier's initial preserv. instructions issued						
02	Preservation performed						
03	Preservation labels fixed						
04	Toxicological data sheets attached						
05	Corrosion inhibitor installed						
06	Frost precautions taken						
07	Storage/transport protection implemented						
08	Ship loose items marked and preserved						
09	Insulation resistance performed (Ref. EP-02)						
10	Periodical preservation carried out						
11							
12							
13							
14							
15							
16							
17							
18	SUPPLIERS ADDITIONAL MAINTENANCE REQUIREMENT LIST				INTERVAL		
VERIFIED		SUPPLIER		FABRICATION		HOOKUP	
Name	Executor		Executor		Executor		
Sign							
Date							
Name	Comp.		Comp.		Comp.		
Sign							
Date							

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	PRESERVATION MAINTENANCE CHECK LIST	Sheet no.	<Project>
	ELECTRICAL EQUIPMENT (EP-03)		
INTERVAL IN WEEKS	CHECK DESCRIPTION		
	<u>Note:</u> Ensure that equipment is not energised other than for heating and that safety precautions are followed. <u>GENERAL CHECK ITEMS</u> 1 Shafts on rotating equipment which are not locked shall be rotated 1 1/4 turn in the rotating direction to avoid brinelling when located in one position for long periods. Make sure that the new shaft position varies from check to check. Bearings with lube oil housing, check that oil level is adequate prior to rotation. 2 Inspect for corrosion, cleanliness and moisture and add preservative as required and ensure sealing and protection. 2 Ensure that preservation labels are in position. 1 Inspect and punch list any damage to the equipment. 2 Ensure that heating works using an ammeter or handfeeling the unit. Ensure that indication light on temporary heating distribution panel is working. 4 Inspect connection boxes for moisture and replace corrosion inhibitor if necessary. <u>SPECIAL CHECK ITEMS</u> 4 For switchboard, pull out at least one circuit breaker and inspect. 4 For heaters that are not temporarily energised, measure insulation resistance phase to phase and phase to earth. 4 For motors, generators and transformers measure insulation resistance phase to phase and phase to earth. 4 For batteries, follow suppliers instruction. 4 Ensure that non terminated cables are fitted with shrinking shroud. <u>AREA RELATED CHECK</u> 4 Check for physical damage to cable trays, light fittings, push-button etc. 2 Check that battery, switchboard and electrical equipment rooms are clean and dry. <u>Note:</u> Ensure that shipping stops are fitted on relevant equipment, prior to transfer of equipment.		

		PRESERVATION RECORD		Sheet no.	<Project>		
		INSTRUMENT (IP-01)					
PO no. :		Area :		MC Package no.			
Manufacturer :		System :		Tag no. (Applicable Items)			
Description :		Subsystem :					
VALID STATUS CODE = OK, NA							
INSPECTION ITEM		SUPPL.	FABR.	HOOKUP	COMMENTS		
01	Supplier's initial preserv. instructions issued						
02	Preservation performed						
03	Preservation labels fixed						
04	Toxicological data sheets attached						
05	Corrosion inhibitor installed						
06	Frost precautions taken						
07	Storage/transport protection implemented						
08	Ship loose items marked and preserved						
09	Periodical preservation carried out						
10							
11							
12							
13							
14							
15							
16							
17							
18	SUPPLIERS ADDITIONAL MAINTENANCE REQUIREMENT LIST				INTERVAL		
VERIFIED		SUPPLIER		FABRICATION		HOOKUP	
Name	Executor		Executor		Executor		
Sign							
Date							
Name	Comp.		Comp.		Comp.		
Sign							
Date							

	PRESERVATION MAINTENANCE CHECK LIST	Sheet no.	<Project>
	INSTRUMENT EQUIPMENT (IP-02)		
INTERVAL IN WEEKS	CHECK DESCRIPTION		
	<u>Note:</u> Ensure that unit is not energised. <u>GENERAL CHECK ITEMS</u> 1 Ensure that all covers or doors on units are properly secured and sealed. If unit is protected with purge instrument air, ensure that recommended pressure and humidity is maintained. 1 Inspect and punch list any damage to the equipment. 4 Inspect units for corrosion damage, moisture etc. Clean and dry unit carefully. Replace corrosion inhibitor where required. 4 Check that external surfaces or paintwork are not damaged. 4 Ensure that recommended preservatives are in good condition. Re-apply as necessary to unpainted sliding and static surfaces. Do NOT apply to working electrical parts. Wipe off preservative from non-metallic surfaces. 4 Ensure that all hinges, cover threads and fasteners are greased. 4 Ensure that all necessary covers, end caps and plugs are in position on cables, tubing ends and associated control equipment. Replace any missing covers, plugs, caps etc. 4 Ensure that preservation labels are in position. Correct and update as required. 2 Check that all sensitive instrumentation exposed to damage are protected. <u>SPECIAL CHECK ITEMS</u> 8 Check that gas detector heads are stored in their respective factory sealed bags in a suitable storage location. 4 Ensure that non terminated cables are fitted with shrinking shroud. <u>AREA RELATED CHECK</u> 4 Check for physical damage and damage of preservation protection. 2 Check that instrument rooms are clean and dry. <u>Note:</u> Ensure that shipping stops are fitted on relevant equipment, prior to transfer of equipment from suppliers and module contractors.		

		PRESERVATION RECORD		Sheet no.	<Project>		
		MECHANICAL (MP-01)					
PO no. :		Area :		MC Package no.			
Manufacturer :		System :		Tag no. (Applicable Items)			
Description :		Subsystem :					
VALID STATUS CODE = OK, NA							
INSPECTION ITEM		SUPPL.	FABR.	HOOKUP	COMMENTS		
01	Supplier's initial preserv. instructions issued						
02	Preservation performed						
03	Preservation labels fixed						
04	Toxicological data sheets attached						
05	Corrosion inhibitor installed						
06	Frost precautions taken						
07	Storage/transport protection implemented						
08	Ship loose items marked and preserved						
09	Equipment enclosure sealed off						
10	In/outlets sealed off						
11	Insulated part protected						
12	Periodical preservation carried out						
13							
14							
15							
16							
17							
18	SUPPLIERS ADDITIONAL MAINTENANCE REQUIREMENT LIST				INTERVAL		
VERIFIED		SUPPLIER		FABRICATION		HOOKUP	
Name	Executor		Executor		Executor		
Sign							
Date							
Name	Comp.		Comp.		Comp.		
Sign							
Date							

		PRESERVATION MAINTENANCE CHECK LIST		Sheet no.	<Project>
		MECHANICAL (MP-02)			
INTERVAL IN WEEKS		CHECK DESCRIPTION			
1		Shafts on rotating equipment which are not locked shall be rotated 1 1/4 turn in the rotating direction to avoid brinelling when located in one position for long periods. Make sure that the new shaft position varies from check to check.			
		Bearings with lube oil housing, check that oil level is adequate prior to rotation.			
1		Check that compartment heater is working.			
1		Check and report that preservation of control-, instrument-, switchgear-rooms, quarters and offices are maintained as per preservation requirements.			
1		Inspect and punch list any damage to the equipment.			
4		Check storage and preservation condition on all mechanical shipped loose equipment.			
4		Check that dust blinds are fitted on nozzles in and out from skids on single items of equipment and on free pipe ends and ducts.			
4		Check that painted and machined surfaces, which shall be coated with a rust preventive wax or oil are maintained.			
4		Check that the protective cover are maintained.			
24		Open up access hatch or inspection nozzles, check and report internal condition of surfaces and existing preservation on carbon steel coolers, heater, crude/gas meters, tanks and vessel, centrifugal, screw-reciprocating compressors.			
4		Check for physical damage and damage of preservation protection.			

Plastic label
Front of the label

PRESERVATION CARRIED OUT

MC PACKAGE NO.

TAG NO.

INTERVAL

DATE

SIGN.

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Plastic label
Rear of the label

[illegible]

Paper sticker with glue

[illegible]

