

TEMPLATE B - FIELD CHECKLIST

Process Pump Startup and Transfer Line-Up

EQUIPMENT	PURPOSE	STATUS
P-201A/B Transfer Pump	Start and place in service	SAMPLE DRAFT

Use only after site review and approval. Values, identifiers and actions are illustrative.

Hazards and PPE

HAZARDS - WHAT YOU ARE DEALING WITH	PPE - CONFIRM BEFORE STARTING
• Pressurized fluid and stored energy • Rotating equipment and pinch points • Chemical splash or release • Noise, hot surfaces and slips/trips	• Site-required work clothing and safety footwear • Hard hat and safety glasses • Task-appropriate gloves • Hearing protection where required • Add chemical or respiratory PPE only as specified by the site hazard assessment and SDS

Stop and reassess if the product, exposure, task or site conditions differ from this document.

1. Ready?

READINESS - ALL ITEMS REQUIRED	CHECK
Authorization received and transfer route confirmed.	☐
Permits complete; maintenance clear; isolations formally removed.	☐
Pump, driver and downstream system released and available.	☐
Approved line-up, operating limits and required PPE available.	☐

2. Field checks

AT THE PUMP	CHECK
No leak, damage, loose material or exposed personnel.	☐
Guards, supports, lubrication and seal-support systems acceptable.	☐
Suction, discharge, minimum-flow, vent and drain valves in approved position.	☐
Pump primed or vented by the approved method.	☐

3. Start and prove

#	Do this	Confirm this	Done
1	Confirm power, control selection and permissives.	Ready; no inhibit.	☐
2	Start P-201 with field/control-room communication.	Normal acceleration; no trip.	☐
3	Check pressure, flow, load, vibration and seal.	Stable within limits.	☐
4	Record readings and complete the operating log.	Equipment status documented.	☐

STOP - Do not continue**STOP**

Stop the startup and contact the control room if:

- authorization, isolation or valve position is uncertain
- a leak, damaged guard or personnel exposure is found
- required flow, lubrication, permissive or priming is unavailable
- the pump trips or develops abnormal noise, vibration or temperature
- readings do not stabilize inside the approved operating envelope

Abnormal response

What happened?	Immediate response
Fails to start / trips	Do not repeatedly restart. Place controls in the approved safe state and notify the control room.
Abnormal noise / vibration / heat	Stop when safe and authorized; protect the process using the approved response.
Unstable or lost flow	Protect equipment and follow the approved loss-of-flow response.
Leak / loss of containment	Warn personnel, withdraw from exposure and initiate the site response.

Startup record

Date / time	Pressure	Flow	Motor load	Operator

Notes / document feedback

This quick-use format supports the approved SOP; it does not replace site permits, emergency procedures, P&IDs, operating limits or manufacturer instructions.