

Permit to Work System For SAPIA Members

Lincoln Nzima

Control of Work Standard

Purpose

- To reduce the risk to which our workforce is exposed and the potential for harm to third parties.
- To strengthen our ability to deliver Group HSSE performance by defining minimum requirements for control of work processes.

Intent

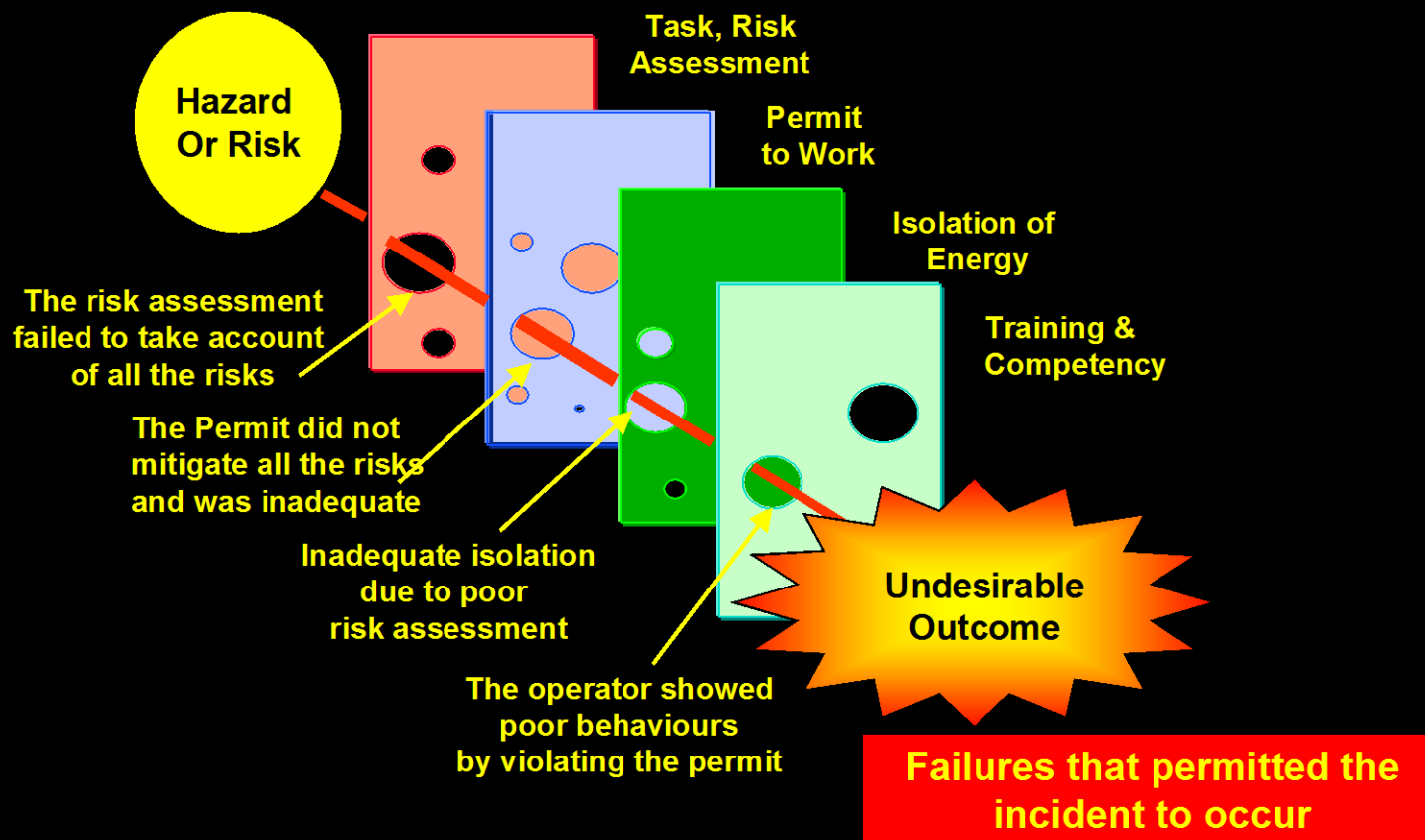
- To ensure there is a formal approach to managing work risk.

Application and Implementation

- The Standard applies to BP operated facilities
- Workforce – BP employees and any contractors performing work on BP premises



What we are trying to avoid- CoW Failures



Elements of Control of Work process

1. Policy and procedures
2. Roles, responsibilities and accountabilities
3. Training and Competence
4. Planning and scheduling
5. Task-based risk assessment
6. Permit to work system
7. Authorisation and communication
8. Monitoring and interruption of work
9. Work completion and close out
10. Self-verification
11. Lessons learnt
12. Stop unsafe work

Defined roles in PTW system



- **Performing Authority (PA)**- A competent employee, contractor or sub-contractor who has been trained on CoW system and who receives the WP from the IA and shall either be in control of the people performing the work or be the person doing the work.
- **Issuing Authority (IA)**- A competent employee who has been trained on CoW system and declared competent in identifying hazards and evaluating the risks associated with those hazards to implement mitigation plans and issue work permit to the PA.
- **Site Authority**- A person who is responsible for all works that occur on their site and is accountable for the CoW system on that site.
- **Authorised Gas Tester**-A trained and competent employee who has been authorised to conduct toxic and hazardous gas testing and issue a gas test certificate in this regard.

Training and competency




CoW Role	Training	Competency
Performing Authority	CoW 1 - Demonstrate understanding of a work permit system	Compile Method Statements Issued with PA Certificate
	Risk Assessment	Identify task hazards, list consequences and provide controls to mitigate the hazards. Issued with a Certificate or appointment as risk assessor.
	BP Passport for Retail sites	Understanding of retail Risks and hazards. Issued with Passport card
Issuing Authority	CoW 2 - Issue a permit to work in a process environment	Issued with IA Certificate
	Gas tester	Issued with a certificate or training records.
	CoW HITRA	Facilitate level 2 Task Risk Assessment. Identify site and process hazards. Training records.
	OHS Act and Regulations (Only in South Africa) Health and safety at work in Industrial Establishment Regulation - Decree 48/73 of June 2005 (Only in Mozambique)	Knowledge of national regulations relating to health and safety. Training records or interview
	Site Induction (Technical)	Understanding of the Terminal or Retail site operations, process and layout. Attendance records or interview
Area Authority	CoW 2 - Issue a permit to work in a process environment	Issued with IA certificate
	CoW HITRA	Facilitate level 2 Task Risk Assessment. Training records.
	Process Safety	Identify site and process safety related hazards. Training records
	OHS Act and Regulations (Only in South Africa) Health and safety at work in Industrial Establishment Regulation - Decree 48/73 of June 2005 (Only in Mozambique)	Knowledge of national regulations relating to health and safety. Training records or interview
Site Authority	CoW HITRA	Facilitate level 2 Task Risk Assessment. Training records.
	Process Safety	Identify site and process safety related hazards. Training records.
	OHS Act and Regulations (Only in South Africa) Health and safety at work in Industrial Establishment Regulation - Decree 48/73 of June 2005 (Only in Mozambique)	Knowledge of national regulations relating to health and safety. Training records or interview Experience as IA for BP

Competence Certificate - Sample



PA/COW/0000

 bp

This is to certify that

Name Surname,

ID No:

has attended the Control of Work Training Course & successfully completed the relevant assessments for:

CoW 1 - Demonstrating understanding of a Work Permit system
Completing a BP Jobcard

and is now authorised as a:

Performing Authority

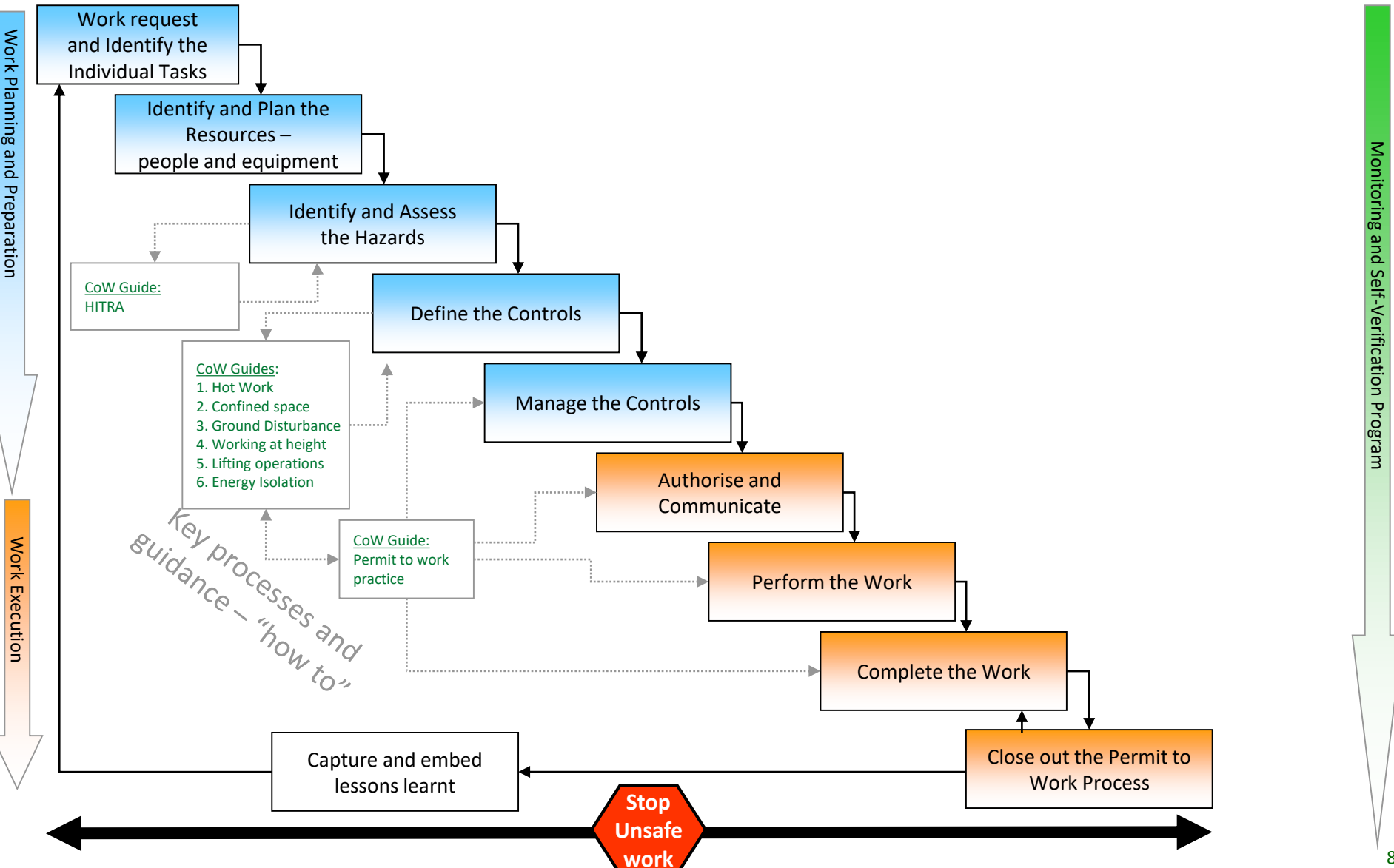
Valid from: DD MONTH YEAR
Expiry Date: DD MONTH YEAR
First Issued: dd/mm/yyyy

Technical Authority (S&OR) **Learning Specialist (L&D)**
Lincoln Nzima Ameen Ceres

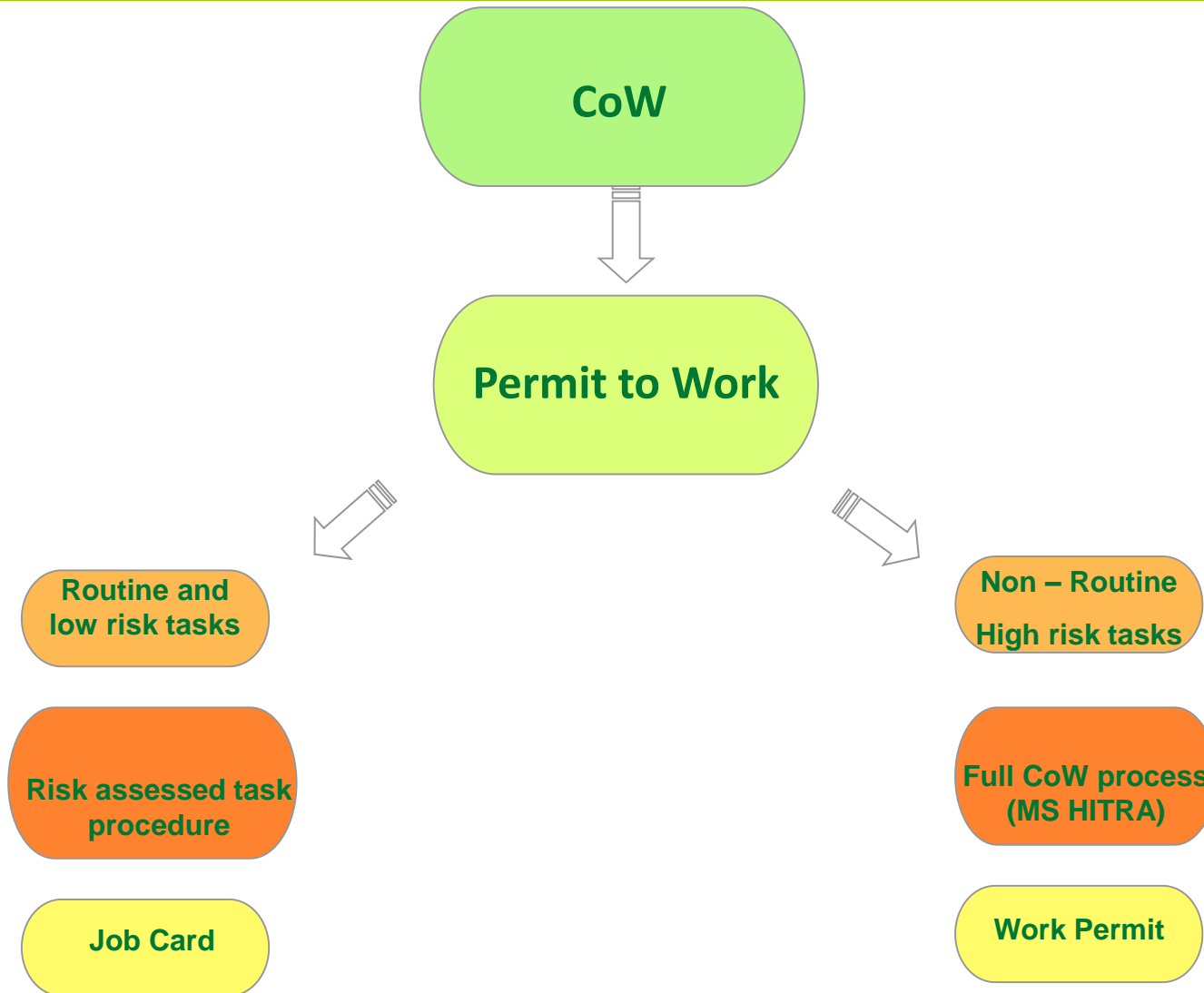
*In accordance with the Control of Work Policy, SAFVC-STP-CoW-001



The Permit to Work process flow



Permits for routine and non-routine work




Low risk routine tasks Permit



- CoW low risk or routine option is categorised in the Task Risk Category Table (TRCT) and allows for the use of a combination of Risk Assessed Procedures (RAP) and BP Jobcard permit.
- The risk assessed procedures shall:
 - Be limited to use for those tasks defined in the TRCT
 - Include a clear scope and task steps
 - Clearly define scope limitations
 - Have the tasks executed by competent persons
 - Involve only a **single trade** when executed
 - Define precautions and other effective control steps
 - Be approved by the Site Authority and be subjected to periodic reviews

BP Jobcard permit



		BP Jobcard		Job Card / Order Number	
Supplier / Contractor		Job Type			
Equipment Description:		Location:			
Equipment Serial No:		Site:		Site Contact:	
Work Required:		Telephone:			
		Due date / time:			
TO BE COMPLETED BY CONTRACTOR AND CUSTOMER ON SITE					
<small>THIS FORM MUST BE COMPLETED BEFORE WORK COMMENCES FOR EACH DAY OF WORK A NEW RISK ASSESSMENT MUST BE DONE</small>					
Refer Hazardous Diagram and identify work location for completion of checklist by ticking (✓) the appropriate block below.					
<input type="checkbox"/> Inside hazardous areas - Complete Section A, B, D.		<input type="checkbox"/> Outside hazardous areas - Complete Section A, C, D.			
SECTION A - Conditions (No work until conditions checked)					
Put tick (✓) in the box for compliance					
<input type="checkbox"/> No LPG or PETROLEUM PRODUCTS being delivered into storage tanks. <input type="checkbox"/> No FLAMMABLE or COMBUSTIBLE material/product within 4.2 metres of work area. <input type="checkbox"/> ENTRY into any EXCAVATION or PIT deeper than 1.5 metres, or into any TANK must be authorised by an ENTRY PERMIT issued by BP Engineering <input type="checkbox"/> ALL STATUTORY REGULATIONS applying to the job must be complied with.					
SECTION B - Inside Hazardous Areas (Refer to Hazardous Diagram to verify)			SECTION C - Outside Hazardous Areas within the site boundary (Refer to Hazardous Diagram to verify)		
If any equipment listed below is to be used, indicate by ticking "Yes" and contact a BP Engineer for a separate permit before work can start.			If any equipment listed below is to be used, indicate by ticking "Yes" and contact a BP Engineer for approval of Method Statement or a separate permit before work can start.		
Yes No <input type="checkbox"/> Electrical equipment (including battery operated items such as cordless drills). <input type="checkbox"/> Petrol driven motors. <input type="checkbox"/> Excavation equipment (motorised). <input type="checkbox"/> Oxy-acetylene or electric welding equipment. <input type="checkbox"/> Blow torches / soldering equipment. <input type="checkbox"/> Matches / cigarette lighters. <input type="checkbox"/> Concrete cutting, breaking or drilling equipment <input type="checkbox"/> Grinding equipment. <input type="checkbox"/> Any other device which can produce or cause a source of ignition.			Yes No <input type="checkbox"/> Oxy-acetylene or electric welding equipment. <input type="checkbox"/> Blow torches / soldering equipment. <input type="checkbox"/> Excavation equipment (motorised). <input type="checkbox"/> Grinding equipment. <input type="checkbox"/> Any other device which can produce or cause a naked flame which will impact on the hazardous area or surrounding people and area.		
SECTION D - Precautions to be taken - All work					
"Yes / N/A"		"Yes / N/A"			
<input type="checkbox"/> Electrics isolated and tagged		<input type="checkbox"/> Appropriate fire extinguisher (9kg) accessible within work area			
<input type="checkbox"/> Working at heights - refer to 8 Golden Rules		<input type="checkbox"/> Heavy lifting activity - refer to 8 Golden Rules			
<input type="checkbox"/> Dispensing pumps to be shut down		<input type="checkbox"/> Extension cables must not cross hazardous areas			
<input type="checkbox"/> Barriers erected around work area		<input type="checkbox"/> Wet down area for concrete cutting / breaking / drilling			
<input type="checkbox"/> Protective clothing and safety shoes to be worn		<input type="checkbox"/> Check work not affecting underground services, e.g. telephone, electricity pipelines, etc.			
This form certifies that the Contractor will observe the above conditions and precautions for work undertaken and is witnessed by the Responsible Person					
Contractor (print name): _____			Responsible Person on site: _____		
Signed: _____		Date: _____		Signed: _____	
Date: _____					
Describe work performed		Describe parts used			
Give failure root cause (Why did it happen?)					
TO BE COMPLETED BY CUSTOMER					
Was work area left in a neat/safe condition?		Comments:			
Were BP's HSSE policies followed? If no, specify.					
Handback discussion completed					
Was the equipment functioning when job completed?					
TIME ON SITE					
START TIME/DATE: _____		Responsible person on site (print name): _____		FRANCHISEE / DEALER / SITE / CUSTOMER STAMP	
FINISH TIME/DATE: _____		Signed: _____ Date: _____			
No. of staff working on job: _____		Actual job duration: _____			

ORIGINAL: (blue) Attached to BP Invoice; 2nd COPY: (green) Retain by BP Location; 3rd COPY: (white) Retain by Contractor

VERSION 1.0

BP-FL-110-0111-BP-4282 (M04/02)

BP's Golden Rules of Safety



Golden Rules of Safety

Working at Heights

- Is your overall health condition suitable for working at height?
- Did you check the working conditions?
- Did the work site have been signposted?
- Is your fall arrest equipment (lanyards, harness, etc.) fit for use and inspected prior to use?

Permit to Work

- Is scope of the work clear?
- Do you understand the hazards and the risk?
- Do you control measures to eliminate or reduce the risk?
- Do you test and re-test the site regularly?

Lifting Operations

- Do you have a lifting plan?
- Did you check the lifting limits and equipment?
- Are you ensured that clear lines of communication exist between operator and loadmaster?
- Did the work site have been signposted adequately?

Hot Work

- Has the work site been isolated from any nearby flammable areas?
- Are you wearing suitable PPE?
- Are you using hot work equipment correctly?
- Are you aware of the location of any gas lines or other services?
- Do you have a fire extinguisher nearby?
- Do you have a fire alarm system?
- Do you have a fire escape route?
- Do you have a fire alarm system?
- Do you have a fire alarm system?

Ground Disturbance

- Are all underground services (pipes, cables, etc.) identified and marked, if necessary?
- Do you have an excavation plan?
- Did the work site have been signposted?
- Can you get out from the excavation area safely?

Energy Isolation

- Did you identify the necessary points to isolate?
- Are all isolation points locked and tagged?
- Did you fill up Energy Isolation forms and get approval from the authorized person?
- Did you conduct a test before work begins to confirm isolation?

Confined Space Entry

- Do you have to enter the confined space?
- Is the gas free zone, atmosphere tested and ventilation provided adequately?
- Do you have an emergency rescue plan?
- Is the area to be entered at the confined space entry point?
- Are you gas testing periodically?

Driving Safety

- Are you medically fit physically fit to operate the vehicle?
- Do you have a passing management plan?
- Is your mobile phone or other in-vehicle communication device in use?
- Is your seatbelt fastened?

Non-Routine Work Permit preparations



- Compulsory Tasks that require Work Permit
 - **Work on energy systems – Isolation Confirmation Certificate**
 - **Confined Space Entry - Confined Space entry permit and Gas testing certificate**
 - **Work at heights**
 - **Hot work – Certificate which is only valid for a day**
 - **Ground disturbance - Certificate**
 - **Lifting operations – Approved lift plan**

Method Statement



- **The completed Method Statement is reviewed by:**
 - Site/Area Authority and the Area Engineer.
 - People (Usually contractor staff) who will be doing the work.
 - The Performing Authority responsible for supervising the work.
 - Competent employee and specialist for the activity (SMEs).
 - Local agency (where local legislation demands oversight).
- All concerned parties review the document and give their formal professional advice. Final endorsement rests with the Site Authority.

Method statement sample



bp SAFETY METHOD STATEMENT FOR NON - ROUTINE TASKS.		Contractor Name:		Date:						
		Duration:	Location:							
		Expires:								
Planning the Works		YES	NO	COMMENTS						
A	Has the Site Authority been made aware of the planned activity?									
B	Is it clear who is responsible for scheduling the contractor to be on site?									
C	Has the contractor undertaking the non-routine works been assessed as competent and accredited?									
D	Is it clear to all when the work will start?									
E	Does the site have competent persons to assess the Method Statement and are they familiar with the site?									
F	Has a competent person (Contractor) reviewed the Method Statement?									
G	Has a joint inspection of the work site area occurred as part of the planning meeting?									
SL. NO	CRITERIA	DEFINITION	DESCRIPTION / RECORD							
1.	Task	Provide Clear & Concise Description of Task to be executed								
2.	Work site area	Clearly define where the task is to be carried out								
3.	Personnel involved	List all personnel carrying out the work and the people affected								
4.	Tools/Equipment	List of tools / equipment to be used and their storage on site (if relevant to safety at the site)								
5.	Personal Protective Equipment	List out Personal Protective Equipment to be used for each task								
6.	Sequence / method of work	Order in which the work will be carried out and brief details of how the tasks will be performed	1. ___ 2. ___ 3. ___ 4. ___ 5. ___							
7.	Operational Requirements / Simultaneous Operations	Provide details of any impact on site operations and / or any changes to site operations. ATTACH APPROVED MOC FOR ANY EQUIPMENT, PROCESS OR OPERATIONAL CHANGE								
8.	Energy Isolation plans	Provide details of equipment to be isolated and the method of isolation/ de-energisation required								
9.	Possible hazards / Precautions to reduce hazard	Describe the precautions that will be taken to reduce hazard; identified - Define need for TRKA	TASK HAZARDS	MITIGATIONS						
			1. ___ 2. ___ 3. ___ 4. ___ 5. ___ 6. ___ 7. ___	1. ___ 2. ___ 3. ___ 4. ___ 5. ___ 6. ___ 7. ___						
10.	Permits / Certificates Required	Identify and tick in box as appropriate the permits / certificates required	Gas Test Certificate <input type="checkbox"/>	Equipment Certification: <input type="checkbox"/>	Cold Work Permit: <input type="checkbox"/>	CS Entry Permit: <input type="checkbox"/>	Hot Work Permit: <input type="checkbox"/>			
			Vehicle Certification: <input type="checkbox"/>	Lifting Devices (Cranes) <input type="checkbox"/>	Scaffolding: <input type="checkbox"/>	Others: (Pl. Specify) <input type="checkbox"/>	Others: (Pl. Specify) <input type="checkbox"/>			
11.	BP Golden Rules of Safety	Identify and tick which BP Golden Rules of Safety are you applying to your task	Permit to Work <input type="checkbox"/>	Energy Isolation <input type="checkbox"/>	Ground Disturbance <input type="checkbox"/>	Confined Space Entry <input type="checkbox"/>	Working at Heights <input type="checkbox"/>	Lifting Operations <input type="checkbox"/>	Hot Work <input type="checkbox"/>	Driving Safety <input type="checkbox"/>
12.	Disposal of surplus or contaminated materials	Disposal details, e.g. When, Where to, How, etc.								
13.	Name	Identify and record the name of the person appointed by the Contractor responsible for HSE matters								
14.	Contractor Emergency Contact Details.	Record contractor emergency contact person's name and telephone number.								
15.	Emergency Contact	Record Name, telephone number.								
	Nominated and / or Nearest Hospital.	Record telephone number.								
	Civil Defense	Record telephone number.								
	Police	Record telephone number.								
	BP	Record Name, telephone number.								

APPROVAL OF THE METHOD STATEMENT:

Name & Surname:			
Designation:	Performing Authority	Area Authority	Site Authority
Date:			
Signature:			

DECLARATION OF COMPLIANCE BY WORKFORCE

I confirm that I have been instructed on the scope and method of work. I will carry out the work in accordance with the sequence or steps as described in this method statement and any deviations or change in scope shall be reported to the Performing Authority.

Name & Surname:					
Signature:					
Name & Surname:					
Signature:					



- There are three basic stages below to establish workplace precautions:
 - Hazard identification - Identify the task, jobsite and process hazards that could cause harm.
 - Risk assessment - Assess the risk that may arise from hazards.
 - Risk control - Deciding on suitable measures to eliminate or control risk.

Agreement on risk and controls



- A. Approval to proceed should only be sought when the TRA team unanimously agree that, having considered any residual risks, the identified hazards and risks are controlled to the point that the task(s) for the job can be conducted safely.
- B. The TRA team shall record on the TRA form:
 - **The assessment, including all the identified control measures that should be in place for the defined task.**
 - **The residual risk level for each identified hazard, with the highest residual risk defining the minimum level of approval as per approval matrix.**

Risk Matrix and approval levels

CONSEQUENCE IMPACT TABLE

Consequence Impact Level	Health and Safety	Environment	Non-financial Impact
D (inclusive of A, B & C)	3 or more fatalities (or onset of life-threatening health effects) 30 or more injuries or health effects, either permanent or requiring hospitalisation for more than 24 hours.	Future impact as below or greater - Extensive damage to a non-sensitive environment or localized damage to a sensitive environment, all of which can be restored to an equivalent capability in a period of 1 year. Widespread damage to a non-sensitive environment or extensive damage to a sensitive environment, all of which can be restored to an equivalent capability in a period of months.	Severe enforcement action or loss of licence to operate, in respect to a material asset in any market, or any asset or in a major market (US, European Union (EU), Russia) or the threat of global loss of licence to operate. Intervention from governments. Public or investor outrage. "Interest group" outrage in a major market. Prolonged adverse national or international media attention. Widespread adverse social impact. Damage to relationships with key stakeholders of benefit to the Group or segment.
E	1 or 2 fatalities 10 or more injuries or health effects, either permanent or requiring hospitalisation for more than 24 hours.	Future Impact - Localized damage or extensive damage to a non-sensitive environment, which can be restored to an equivalent capability in a period of around 1 year, or a period of months, respectively. Localized damage or extensive damage to a sensitive environment, which can be restored to an equivalent capability in a period of months, or a period of days or weeks respectively.	Other adverse enforcement action by regulators. Limited "interest-group" outrage. Short-term adverse national or international media coverage. Damage to relationships with key stakeholders of benefit to the Strategic Performance Unit (SPU).
F	Permanent partial disability(ies), Severe non-permanent injuries of health impacts. DAFMC (Days Away From Work Cases)	Future Impact - Localized damage or extensive damage to a non-sensitive environment or an immediate area damage to a sensitive environment, all of which can be restored to an equivalent capability in a period of months. Extensive damage to a non-sensitive environment or localized damage to a sensitive environment, all of which can be restored to an equivalent capability in a period of days or weeks.	Regulatory compliance issue that does not lead to regulatory or other higher severity level consequence. Prolonged local media coverage. Local adverse social impact. Damage to relationships with key stakeholders of benefit to the Performance Unit (PU).
G	Single or multiple recordable injury or health effects from common source/event.	Future impact - Immediate area damage or localized damage to a non-sensitive environment, which can be restored to an equivalent capability in a period of months or in a period of days or weeks, respectively. Future impact with localized damage to non-sensitive environment and that may be restored to an equivalent capability. Immediate area damage to a sensitive environment that can be restored to an equivalent capability in a period of days or weeks.	Short-term local media coverage. Some disruption to local operations, e.g. loss of single road access less than 24 hours.
H	First aid Single or multiple over-exposure causing noticeable irritation but no actual health effects	Future impact with immediate area damage to a non-sensitive environment that can be restored to an equivalent capability in a period of days or weeks.	Isolated and short-term complaints from neighbours, (e.g. complaints about specific noise episode).

		PROBABILITY				
		1	2	3	4	5
CONSEQUENCES	IMPACT	Remote possibility - A similar event has not yet occurred in our industry	Similar event has occurred somewhere in our industry and within the BP group	Likely to occur once or twice in lifetime of the facility	Event likely to occur several times in the lifetime of the facility	Common occurrence (at least annually) at the facility
	D	6	8	10	11	12
	E	5	7	9	10	11
	F	4	6	8	9	10
	G	3	5	7	8	9
	H	2	4	6	7	8

RISK APPROVAL MATRIX

RESIDUAL RISK SCORE	APPROVAL AUTHORITY	APPROVAL LEVEL
10 TO 12	Not Allowed	AL-4
8 TO 9	A&O LTM (Operations/Project/Logistics/Engineering)	AL-3
6 TO 7	Site Authority (Terminal/Sales Engineering Manager)	AL-2
1 TO 5	Area Authority (IA or Logistic/Maintenance Engineer)	AL-1

Authorisation and Communication of WP



- In signing the WP, the PA confirms that they understand and accept all conditions and controls imposed and commit to communicating this to all involved in the work.
- A permit is in force and valid only if it bears all signatures by the relevant authorities, i.e. Issuing Authority, Performing Authority and Site/Area Authority
- The PA shall ensure that the workforce members are made aware of the WP contents, especially the:
 - Scope of work.
 - Hazards that may be encountered.
 - The controls and mitigation actions that are in place to reduce these hazards and their effects.
 - All relevant equipment has been positively identified prior to work.
- The above is discussed in a toolbox talk meeting that is held just before commencement of the work.
- **Note:** Self-permitting whereby the performing contractor or employee (PA) is the same person issuing the permit (IA) is not allowed.

Work permit sample



WORK PERMIT					
THIS WORK PERMIT SHALL ONLY BE VALID FOR NOT MORE THAN A 12 HOUR SHIFT. THIS WORK PERMIT MAY BE EXTENDED FOR THE NEXT 12 HOUR SHIFT BY SIGNATURES OF THE RESPONSIBLE AUTHORITIES AND SITE MANAGER, UP TO A MAXIMUM OF 7 CONSECUTIVE DAYS.					
<p style="text-align: center;">EVERYONE has the right and an obligation to STOP unsafe work!</p>					
COLD WORK: <input type="checkbox"/>		HOT WORK: <input type="checkbox"/>		WORK PERMIT NO.: Print numbered	
ISSUED DATE: / /		TIME: :h			
SITE NAME: _____					
TASK LOCATION: _____					
EQUIPMENT TYPE: _____			TAG NUMBER: _____		
DESCRIPTION OF WORK: _____					
LEVEL 3 APPROVAL REQUIRED : <input type="checkbox"/> NO <input type="checkbox"/> YES					
ACCREDITED PERFORMING CONTRACTOR NAME: _____					
ASSOCIATED DOCUMENTS REQUIRED FOR AUTHORISATION OF WORK					
METHOD STATEMENT REF. NO.: _____			ISOLATION CONFIRMATION CERTIFICATE REF. NO.: _____		
TASK RISK ASSESSMENT REF. NO.: _____			CONFINED SPACE ENTRY PERMIT REF NO.: _____		
GAS TEST CERTIFICATE REF NO.: _____			EQUIPMENT RELEASE CERTIFICATE NO.: _____		
HOT WORK PERMIT No: _____			TOOLBOX TALK AND INDUCTION COMPLETED: <input type="checkbox"/> NO <input type="checkbox"/> YES		
I CONFIRM THAT I HAVE INSPECTED THE WORK SITE, EQUIPMENT TO BE USED AND THAT WORK MAY PROCEED					
ISSUING AUTHORITY:		SIGNATURE: _____		DATE: / / TIME: h	
RELIEF ISSUING AUTHORITY:		SIGNATURE: _____		DATE: / / TIME: h	
I UNDERSTAND AND ACCEPT THE WORK PERMIT AND TRA CONDITIONS					
PERFORMING AUTHORITY:		SIGNATURE: _____		DATE: / / TIME: h	
RELIEF PERFORMING AUTHORITY:		SIGNATURE: _____		DATE: / / TIME: h	
WORK MONITORING FREQUENCY: _____					
Date	Time	Sign (MA)	Comments	Sign (PA)	Comments
I HAVE REVIEWED BOTH THE METHOD STATEMENT AND TASK RISK ASSESSMENT					
AREA AUTHORITY:		SIGNATURE: _____		DATE: / / TIME: h	
ACKNOWLEDGMENT OF TASK COMPLETION & AND THAT THE PLANT IS SAFE TO RETURN TO OPERATIONS.					
Performing Authority:		Issuing Authority:		Area Authority:	
Time: h	Time: h	Time: h	Time: h	Time: h	Time: h
Date: / /	Date: / /	Date: / /	Date: / /	Date: / /	Date: / /
Task Completed <input type="checkbox"/> NO <input type="checkbox"/> YES Next Work Permit: _____					
LESSONS LEARNED RECORD:					
WORK PERMIT SUSPENSION		NAME		SIGNATURE	
ISSUING AUTHORITY					
PERFORMING AUTHORITY					
AREA AUTHORITY					
REASON FOR WP SUSPENSION:					
THIS PERMIT IS REVALIDATED ONLY IF ALL CONDITIONS HAVE NOT CHANGED, OTHERWISE A NEW PERMIT NEEDS TO BE ISSUED					
Nature of Interruption (e.g. Break, end of day or shift)	DATE	Issuing Authority re-assessment	Performing Authority re-assessment		

Pre-job briefing (Toolbox talks)



- A pre-job briefing is led by the PA prior to starting the task.
- The meeting discuss hazards and risks for the tasks at hand, and the recommended controls that need to be observed.
- All members of the workforce involved and affected parties in the task attend the briefing and sign the toolbox talk register to indicate their understanding of the hazards involved and the control measures that have been put in place.
- A record of the tool box discussion is retained with the WP documentation on completion of the works.

Work monitoring frequency



- The frequency and level of monitoring of the work site is determined as an output of the Task Risk Assessment process.
- For higher risk activities, e.g. confined space entry, the monitoring requirements will be higher. The monitoring requirements are communicated by the IA to all parties and indicated on the WP.
- As a minimum, worksite monitoring or inspections are conducted:
 - Before work commences as part of the WP issuing requirements.
 - Within 2 hours after commencing with the works.
 - At pre-defined intermediate intervals for work lasting more than 4 hours.

WP suspension



- Work Permit is suspended if work has been stopped but not completed due to one of the following reasons:
 - To change isolation(s) that affects the plant or equipment where work is carried out.
 - To carry out sanction for test on equipment as per LOTO procedure.
 - Work activities are halted and personnel leave the site as a result of inclement of weather.
 - The scope of work changes from the original approved WP.
- In all of the above cases the reasons for WP suspension are documented on the WP.
- All copies (white, pink and yellow) of the suspended WP are retained on site by the IA or SA (in the case of a contracted IA).

WP re-validation



- WPs are revalidated by the IA, PA and SM on the following conditions:
 - To extend the WP where work was not completed within a 12 hour shift up to a maximum of 7 consecutive days. Subject to no change in work conditions for which the permit was issued.
 - Isolations have been re-enforced with revised isolation certificates as was required under Section 14.3(1 and 2) of this procedure.
 - The worksite has been assessed and conditions have not changed.

Verification and re-instatement of plant or equipment



- The requirements and conditions acceptable for handover of the equipment or plant to Operations are then detailed in the closed WP. Before handover can occur the following must be undertaken:
 - The plant or equipment being worked on should be de-isolated and reinstated.
 - Integrity testing of equipment shall be carried out as required.
 - Relevant safety related devices shall be tested for functionality.
 - The equipment, plant or system should be tested for proper functioning and performance data recorded.
- Any changes to previous operational procedures are being managed by a MoC process and considered as appropriate on the permit closure.

**Thank You
Any Questions**

