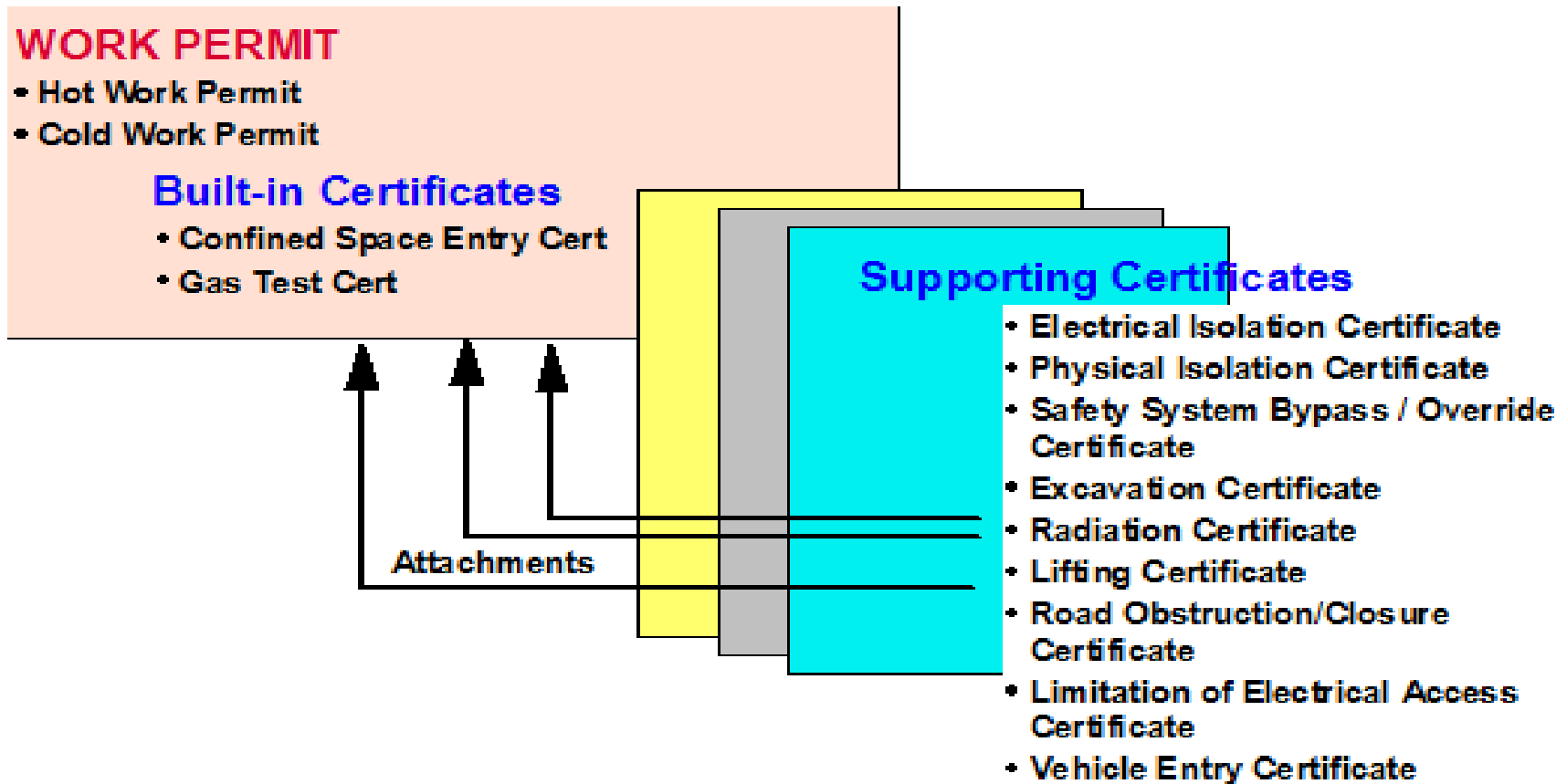


INTRODUCTION

- The PTW is a written document authorizing persons to carry out the work concerned while warning them of possible hazards and spelling out precautions needed for the job to be done safely.
- It is an integral part of a safe system of work and is crucial to properly manage the wide range of activities which can take place close together in a small space..
- Have an effective communication system regarding the planning, preparation, authorization and execution of work.
- Only Competent (Engen & Contractors) persons to issue / receive/ hold permit – with valid permit certificate
- Hot Work and High Risk work like Vessel entry, Hot tapping Approving Authority will be escalated to different Level of Authority (Site/Area Manager, Engineer, Specialist/ GM)
- For all hazardous work or high risks including electrical, confined space entry, excavations, heavy lifting operations, working at heights - Job Hazards Analysis (pre-task risk assessment) must be performed as per Engen minimum requirements

TYPES OF PTW FORMS & CERTIFICATES



Scope of PTW System

It is applicable to all Engen and contractor personnel including subcontractor and 3rd party, when performing activities related to the following where Engen has operational control:

- **CONSTRUCTION** – except minor fabrication or construction works executed in a workshop or other safe location specifically designed and dedicated for such work within the operation area/retail/commercial.
- **MAINTENANCE** - except maintenance work of equipment which has been brought into and executed in a workshop or other safe locations within the plant which has been specifically designated for maintenance activities.
- **NON-ROUTINE HAZARDOUS OPERATION** - Scheduled or non-scheduled operational activity/task which is
 - Not carried out on a regular basis as part of normal operation, and performed at a frequency of once in more than 3 months
 - Hazardous in nature with risk of activity resulting in an unsafe condition

The purpose of the PTW is:



To establish an effective communication system regarding the planning, preparation, execution and authorization of work

To provide record showing that the method of work and the precautions needed have been checked by authorizing party

To record the fact the responsibility for equipment or area has been transferred to a receiving party

To record the conditions of the equipment or area at the time of work

Purpose for PTW : Continue

To establish a *SYSTEM OF CONTROL* to ensure that work is performed safely

To help determine the *HAZARDS* associated with any work that has to be performed

The PTW system is intended to reduce the chance of misunderstanding when work is to be carried out in an "operating facility"

Ensure that all equipment has been made safe, that the right tools are used for the job and for the class of permit issued

To declare that the equipment is safe to be worked on, and the area is safe to be worked in

To ensure that the right equipment is to be worked on

PERMIT TO WORK		Permit No. F 1004
CONDITIONS TO BE IMPLEMENTED BY PERMIT RECEIVER - HOLDER		
TOTAL SAFETY TASK INSTRUCTION (IT ALL MUST BE COMPLETED BY THE WORKER)		

Permit / Certificate Life Validity

Each hot work or cold work PTW shall be revalidated at the start of the new shift:

- ❖ In order that the permit approver can be satisfied that the conditions under which the permit was originally issued remain unchanged, thereby allowing work to continue.
- ❖ Each permit is valid for up to 7 consecutive days, inclusive of the day of issuance.

Non-Hazardous Work	7 consecutive days inclusive of the day of issuance, but with revalidation at the beginning of each day or each shift change if work involves shifts
Hot Work	7 consecutive days inclusive of the day of issuance, but with revalidation at the beginning of each day or each shift change if work involves shifts or when conditions change
Confined Space (including initial vessel entry for tank cleaning)	7 consecutive days inclusive of the day of issuance, but with revalidation at the beginning of each day or each shift change if work involves shifts or when conditions change
Certificates	These will be valid for and revalidated at such periods as prescribed by the Approving Authority for Certificates who issues the original certificate.



Competency Requirement for Approving Authority

ENGEN EMPLOYEES ONLY

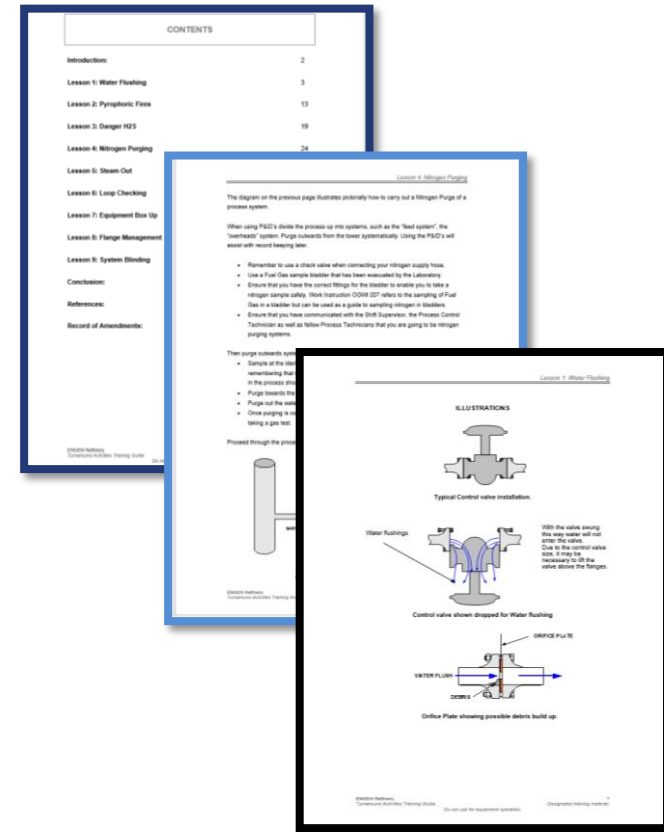
Complete the “ACKNOWLEDGEMENT FOR WORK PERMIT SYSTEM”

In that you acknowledge your understanding of

- ✓ Engen Policies:
- ✓ Facility/Area Procedures/WI
- ✓ Standard & Emergency Procedures
- ✓ Standing Orders/WI
- ✓ Materials Safety Data Sheets

You must complete the following

✓ Engen Induction	
✓ Engen Permit Receivers	Pass the written assessment
✓ Permit Issuers	Pass the written assessment
✓ Gas Test	Pass the written assessment
✓ Identify & Complete different Permits	
✓ Read & understood the Permit Issuers Manual	

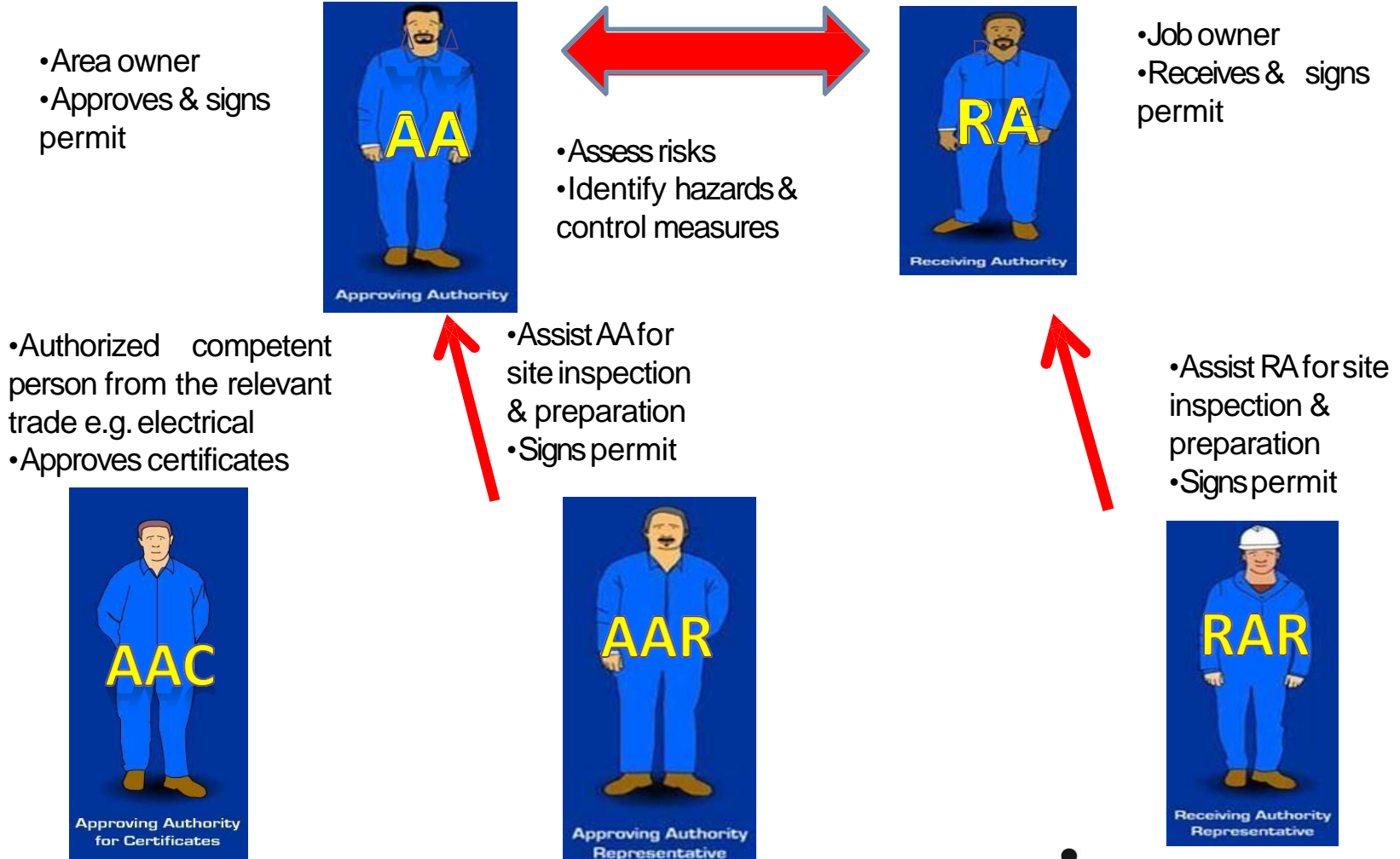


Competency and Training

The minimum training required for different roles in PTW system

Role	PTW awareness training	PTW Cold certification training	PTW Hot certification training	PTW Refresher as per training matrix
Permit applicant	YES	YES	YES	YES
AA/RA	YES	YES	YES	YES
AAC/AAR/RAR	YES	YES	YES	YES
WL/ES	YES	YES	YES	YES
AGT	YES	YES	YES	YES
Relevant staff and contract worker	YES	Optional	Optional	YES
FIREWATCH	YES	Optional	Optional	YES
Safety Watcher	YES	YES	YES	YES

Roles & Responsibilities



The Permit To Work System

There are 8 sections:

1

Requisition

2

Hazards / Hazardous Activities

3

Worksite Preparation / Precautions

4

Personal Protective Protection Equipment

5

Supporting Documents (Certificates)

6

Joint site visit before work starts

7

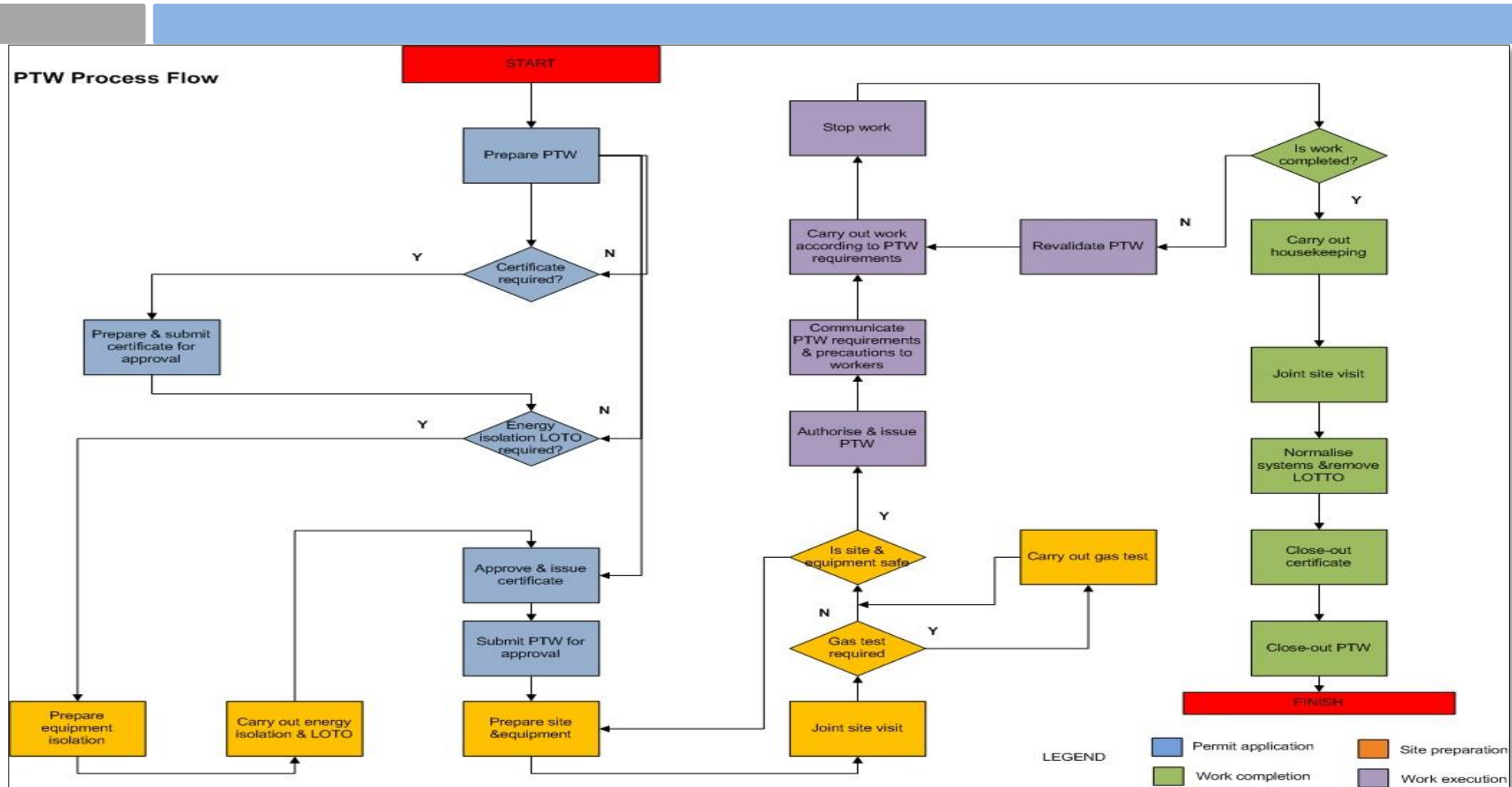
Permit Authorization & Revalidation

8

Handback

A sample Permit to Work form with an orange border, showing various sections and fields. The form is titled "PERMIT TO WORK" and includes sections for "REQUISITION", "HAZARDS / HAZARDOUS ACTIVITIES", "WORKSITE PREPARATION / PRECAUTIONS", "PERSONAL PROTECTIVE PROTECTION EQUIPMENT", "SUPPORTING DOCUMENTS (CERTIFICATES)", "JOINT SITE VISIT BEFORE WORK STARTS", "PERMIT AUTHORIZATION & REVALIDATION", and "HANDBACK". The form is filled out with text and has a red stamp that says "PERMIT TO WORK".

PERMIT TO WORK PROCESS FLOW



The steps in the systematic approach can be broadly grouped into permit application, site preparation, work execution and work completion