**PERMIT TO WORK (PtW) PROCEDURE**

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| **Revision** | **Date** | **Prepared by** | **Approved by** |

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# INTRODUCTION

Permit to Work system is designed to prevent injury/damage to employees, contractors, subcontractors and third parties as well as to property, particularly when work with foreseeable high hazard content is undertaken. The Permit sets out the work to be done, measures to be taken and the responsibilities of individuals.

# SCOPE

This procedure describes the Project Permit to Work system, which is used to provide the actions necessary in achieving the safe performance of a specified range of potentially hazardous tasks during the execution of the project.

It applies to all personnel undertaking tasks that require Permit to Work approval prior to commencement.

**Note:** All personnel should be aware that the Permit to Work system is not an absolute safeguard in itself. It is the responsibility of each individual to be alert to hazardous situations that may arise during the operation. It is important to ensure that people carrying out work task where a permit to work system is required, have the necessary competence to undertake the job safely.

# OBJECTIVE

The objectives of the Permit to Work Procedure are to:

* outline the Permit To Work (PTW) process and permit system,
* provide guidance on the common requirements of PTW processes to ensure consistency in application,
* identify hazards associated with a non-routine job, and to develop precautions required to control each hazard identified.

This procedure is used to closely control certain types of activities, tasks, processes or work that have specific hazards or are potentially hazardous.

Permits are issued to:

* ensure that necessary equipment is present and in proper condition
* ensure that the related hazards have been identified and the appropriate safety measures and precautions are defined and carried out
* ensure that procedures for prevention of damage/injury to neighboring facilities, equipment and employees are followed

# RESPONSIBILITIES

**Site Manager** is responsible for ensuring that:

* the Permit to Work system is operated in accordance with this procedure.
* thorough investigation is carried out for any accidents or incidents which may be attributable to a breakdown in the Permit to Work system or associated controls.
* self-regulatory review of operation of the Permit to Work system is carried out on a regular basis.

**Responsible Engineer** is responsible for:

* approving the execution of the specific work undertaken under the permit.
* ensuring that the personnel appointed under this procedure are competent to carry out the task for which they are authorized.
* the implementation of the general and special safety precautions, providing all necessary tools, equipment, personnel, etc.
* checking compliance with this procedure and stop the works in the case of non-compliance with any of the condition(s) of the permit.

**HS Supervisor/Coordinator Officer** is responsible:

* the implementation of the Permit to Work procedure in accordance with this procedure and its supporting procedures at the site.
* communicating the responsibilities of key participants within the Permit to Work
* reviewing the risk assessments and ensuring that they have been carried out for all permits that they are required to authorize prior to issue.
* checking compliance with this procedure and stop all the works in the case of non-compliance with the condition of the permit.

# TASKS UNDER PtW SYSTEM

In the Permit to Work System tasks are allocated to one of the following categories:

* Critical Lifts
* Critical Hot Works
* Critical Electrical works
* Critical Excavations

* **Critical Lifts Permit**

The permit covers lifts, when:

* Loads exceed the 70% of crane capacity
* Two or more cranes are used simultaneously
* **Critical Hot Work Permit**

The permit covers works listed below:

* During commissioning
* Work undertaken near to sensitive equipment,
* Work undertaken near to equipment which includes fuel, dangerous or under pressure liquids and/or gas,
* Near to activated or operative equipment (e.g. electric panels, driving or rotating units etc.),
* **Critical Electrical Work Permit**

The permit covers works listed below:

* Work on non-isolated “live” electrical equipment
* Installation or replacement of instrumentation in “live” Installations
* Continuity checks in “live” equipment
* Maintenance in “live” equipment
* **Critical Excavations Work Permit:**

The permit covers works listed below:

* Excavations with explosives
* Trenches over “live” cables or gas pipes

# PERMIT ADMINISTRATION

## 6.1 Issuance

The procedure for the issuance of Work Permits is carried out by the Site HS Supervisor/ Coordinator/ Officer. The Subcontractors shall be informed by Contractor about the procedure and the documentation which are necessary for the issuance of work permit.

Each Subcontractor is obliged to appoint an authorized employee who will be responsible for the administration of the “work permit” and for the application of the safety precautions/ measures.

The issuance of a work Permit results in a completed Work Permit Form, which:

* details the work to be done,
* details the precautions to be taken,
* states that all foreseeable hazards have been noted,
* states the control measures to be implemented,
* is signed by the involved persons.

**Note:** All permits are to be subject based. One new permit is to be issued for each one work to be carried out at site under Permit to Work.

## 6.2 Implementation and Control

The special and general safety precautions shall be applied together with any other supplementary measures considered by the competent person for each special case.

Before starting the work, the area shall be inspected by Contractor’s authorized persons to ensure the implementation of the relevant measures as mentioned above.

Contractor shall have the right to stop work or any activity that, in its opinion, may be exposing any personnel or equipment to a hazardous condition. Review by Contractor of any aspect of the Subcontractor’s programs, plans, or activities, shall not relieve the Subcontractor of its obligation to fully meet the requirements of applicable laws and standards and this Procedure.

A copy of the permit shall remain in the work area until the authorizing person verifies that the work is completed.

## 6.3 Implementation and Control

The Work Permit must be returned to the HS Supervisor/ Coordinator/Officer at the end of the work or at the date written on the permit, whichever is shorter. HS Supervisor/ Coordinator/Officer shall keep on file the issued Work Permits.

## 6.4 Training

All Personnel that will work in activities under Permit to Work shall be trained for the specific associated hazards and the safety measures to be implemented.

# REFERENCE DOCUMENTS

Permit To Work Forms

* PERMIT TO WORK