



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

**Procedure for:
PERMIT TO WORK**

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1 Introduction

1.1 Purpose

The purpose of this Permit To Work (PTW) procedure is to ensure that the controls necessary are available to provide safe performance for work against a specific range of potentially hazardous tasks. These activities are explained in Section 5. This procedure shall be used in alignment with the suite of BP AzBU SSOW procedures.

PTW is the generic term that refers to documents for controlling work. These documents are designed to cover different work activities and will be addressed within this procedure.

1.2 Deviations

The procedures are written in sufficient detail that they should be able to be applied consistently at all sites. There may still be the requirement for some local rules covering site-specific logistical/administrative arrangements and local variations in responsibilities to reflect differences in organisational arrangements. These local rules should not deviate from the core processes within this document. Any form of deviation from this procedure, including but not limited to local rules, shall be requested and authorised in accordance with the SSOW Deviations from Regulations and Procedures procedure (Doc. No. UNIF-HSE-PRO-101)

1.3 Scope

The scope covers defined activities of BP and Contractors at all BP AzBU sites and installations.

1.4 Document Review

This document will be reviewed on an annual basis when users from the sites will have an opportunity to propose changes to the existing processes and procedures. The document Technical Authority will be responsible for coordinating this review.

1.5 SSOW Specific Cross references

This PTW procedure shall, where appropriate, be used in conjunction with this suite of BP AzBU SSOW Procedures referenced below.

Document Number	Title of Procedure
UNIF - HSE- PRO - 101	Deviations from Regulations and Procedures
UNIF - HSE- PRO - 102	Incident Investigation and Reporting
UNIF - HSE- PRO - 103	PTW Procedure
UNIF - HSE- PRO - 104	Authorisation
UNIF - HSE- PRO - 105	Task Risk Assessment
UNIF - HSE- PRO - 106	Energy Isolations-Electrical
UNIF - HSE- PRO - 107	Energy Isolations-Process
UNIF - HSE- PRO - 108	Confined Space Entry
UNIF- HSE- PRO- 241	Leak Testing

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1.6 BP Golden Rules of Safety

PTW is one of BP's Golden Rules of Safety and states:

Before conducting work that involves confined space entry, work on energy system, ground disturbance in locations where buried hazards may exist, or hot work in potentially explosive environments, a permit must be obtained that:

- Defines scope of work
- Identifies hazards and assesses risk
- Establishes control measures to eliminate hazards or mitigate the risk
- Links the work to other associated work permits or simultaneous operations
- Is authorised by the responsible person(s)
- Communicates above information to all involved in the work
- Ensure adequate control over the return to normal operations

1.7 Language Facilitation

Due to the various languages spoken at site, there is a necessity to assist all with "an ease of understanding". Therefore, the development and use of information tools are available.

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2 Roles and Responsibilities

The key roles and responsibilities within the PTW process are described below.

2.1 Performance Unit Leaders (PUL)

Performance Unit Leaders (PUL's) are responsible for:

- Ensuring that the PTW Process is applied at sites within their area of responsibility.
- Periodic internal reviews and / or audit of the operations of the PTW.

2.2 Asset Manager

The Asset Managers are responsible for:

- Ensuring that the PTW Process applied at their sites are authorised by them prior to implementation.
- Periodic self-regulatory reviews.

2.3 Site Managers (SM) / Site Controllers (SC) / Offshore Installation Managers (OIM)

Offshore Installation Managers/ Site Managers and Site Controllers are responsible for:

- Overall operation of the PTW on their site and ensuring that the procedures described in this document are consistently followed.
- Ensuring that the PTW process is subject to regular monitoring and auditing, acting upon the results of these audits to maintain the integrity of the system and proposing any recommendations for system improvement.
- Authorising the Department Head (DH), Area Authority (AA), Performing Authority (PA), Isolating Authority (IA) and Authorised Gas Tester (AGT) as competent to carry out their duties, as described in this document, and ensuring that a controlled log of all authorised personnel is maintained.
- Ensuring that the training and competency standards, as defined in this document, are followed and to satisfy himself/herself that the AA is competent by carrying out assessments after their first three permits have been completed and thereafter at an agreed frequency but not greater than twelve months.
- Authorisation of all categories of Work Permits.
- Approval of all Level 2 Risk Assessments (Normal), Operational Risk Assessments (ORA) , Stand Alone Risk Assessments (SARA) and Isolation Risk Assessments (IRA).
- Approval of lessons learned and audits.
- Signature for approval of Deviations from this procedure.
- Approve and register of approved Formal Procedures
- Re-issue of all permits

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2.4 Department Head (DH)

The Department Head (where applicable) roles and responsibilities are:

- Operation of the PTW process within their areas of responsibility.
- Countersignature of all categories of permit within their area of responsibility and ensuring that the appropriate hazards and controls have been identified and mitigations are in place for the planned task.

2.5 Area Authority (AA)

The Area Authority is responsible for the day-to-day management of the PTW process within their area of responsibility. The AA is normally the Shift/Operations Team Leader or equivalent, although any individual can be dedicated to the role. There may be more than one AA at any particular site.

The duties of the AA are:

- To report to the OIM/SM/SC and have overall responsibility for the safe control of work activities in accordance with these procedures and within their designated area. This includes the issue of all Work Permits.
- Liaising closely with the Performance Authority (PA's) when planning permits, to ensure that the appropriate hazards and controls have been identified for that task.
- Ensuring that the appropriate level of risk assessment has been carried out for the task (Level 1 or Level 2)
- Ensuring that all the appropriate control measures have been put in place prior to a permit being issued, confirming that the PA fully understands the scope of the task and that other members of the work party have been fully briefed via a safety Toolbox Talk or equivalent means of communication.
- Providing the culture to "STOP the Job" if anyone feels unsafe.
- Approval of isolation design, control of isolation implementation and ensuring that the isolation is in place prior to allowing an associated permit to be issued. Also ensuring that the isolation is properly removed after completion of the work and cancellation of the permit.
- To ensure that the worksite inspections are carried out before, during and after the performance of each task (some of this task activity may be delegated to a competent nominated person).
- To ensure that there is a walk through of every work site activity before and after completion of work as a minimum, ensuring good housekeeping, isolations and tags removed as appropriate.
- Ensuring that adequate handovers take place at shift change, crew change or other change out/over of AA's, PA's and IA's.
- Maintaining the Long-Term Isolations (LTI) Register and carrying out audits as specified.
- Validate lessons learned and audits.
- To ensure that any cancelled permit to work documents are replaced with new ones.
- To be on the installation facility and available at all times.

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2.6 **Affected Area Authority (AAA)**

This applies where there is more than one AA on a site. Where activities carried out in one area impinge or impact on activities in another area. (e.g. : Simultaneous Operations-SIMOPs), then the AA must inform the AAA. The AAA must:

- Countersign the Permit from the adjoining area to confirm that he/she is aware of the activity-taking place and that the hazards can be effectively managed with specified controls.
- Be aware about duration and types of all isolations affecting the work area and the area under his/her responsibility.
- Communicate with personnel working within his/her area who may be affected by the adjacent activities to ensure that they understand the potential impact on their activities.
- To ensure that there is a walk through of every work site activity before and after Completion of work.

2.7 **Performing Authority (PA)**

The Performing Authority is the responsible person for the activity being carried out under the Permit. The PA may be the person carrying out the task or may be supervising a group of people carrying out the job. The PA can be responsible for more than one task at any one time providing he/she can safely manage the tasks concurrently. The PA's main duties are to:

- Reports and interacts regularly with the AA and AAA on any Management Of Change (MOC) issues to ensure the risks from all hazards are mitigated by controls to as low as reasonably practicable (ALARP).
- Create the Permit and identify the hazards and control measures (Level 1 Risk Assessment) for the task being planned.
- Participate in any Level 2 Risk Assessment (L2RA) where required.
- Ensure that where other persons are involved in the task, they fully understand the scope of the work and the hazards and controls for the job by holding a toolbox talk meeting. This includes ensuring that all of those involved in the specific work activity sign off the worksite hard copy of the Permit.
- Provide the culture to "STOP the Job" if anyone feels unsafe.
- Ensure that only personnel authorised by the Permit participate in the work and no unauthorised interference takes place.
- Ensure that any supplementary controls are applied.
- Ensure that only work covered within the scope of the Permit takes place.
- Ensure that lessons learned from the job are captured.
- Ensure that where there are any deviations from the initial Permit conditions the work will be stopped and reassessed.
- Ensure that the worksite is kept in a clean and safe condition both during and upon completion of the job.
- Ensure adequate handovers take place at shift and crew change periods with the oncoming PA and AA.

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Note: A Performing Authority and an Area Authority cannot be the same person on a permit. (e.g. : each task has to have separate PA's and AA's)

2.8 Control Room Operator (CRO)

The role of the Control Room Operator (CRO) varies considerably between sites and another person, typically an AA, may carry out some of these duties. During the construction phase of the project, the Permit To Work Co-ordinator (PTWC) will carry out the duties. The typical main duties of the CRO/ PTWC are:

- Inhibition and reinstatement of sections of the fire and gas detection or protection systems in support of work control activities in accordance with requests made by the AA.
- Controlling the return of the hardcopy of the Permit at the end of each shift.
- Control and issue of portable gas detectors.
- Control and issue of radios
- Ensuring override register is kept up to date.

2.9 Authorised Gas Tester (AGT)

Authorised Gas Testers (Level 1 or 2) are approved persons who have been trained and certified in gas testing, they are authorised to test for the presence of flammable vapours, toxic gas and oxygen as required in support of the Permit or Entry Certificate as requested by the AA.

Level 1 AGT's are competent to carry out gas testing on all activities including Confined Space Entry (CSE) activities.

Level 2 AGT's are qualified to carry out gas tests in support of all activities **excluding** Confined Space Entry (CSE).

For confined space work the Level 1 AGT must retest the atmosphere at the start of each shift, or when the work has been suspended for an extended period within the shift.

2.10 Firewatcher

A firewatcher must be present to monitor the work area while fire and gas systems are inhibited for hot work, e.g. welding and burning. The Firewatcher must be suitably trained in the equipment they have to handle and are responsible for ensuring that:

- Suitable fire fighting equipment is available and ready for immediate use.
- Flammable materials are cleared away from the worksite.
- Drains remain covered and sealed.
- Sparks and welding spatter are contained (by the use of fire blankets, water sprays etc)
- They are familiar with the location of the nearest fire alarm activation means and when and how the fire alarm will be raised where a fire or gas release occurs in the area.
- The alarm is raised should there be a fire or gas release in the area.
- In complex multi-deck layouts, more than one firewatcher may be required.

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2.11 Isolating Authority (IA)

The Isolating Authority is responsible for isolating specific sections of plant or items of equipment to the highest quality and for the security of isolation, which is reasonably practicable. The IA is also responsible for demonstrating the integrity of the isolation to the AA and PA and for monitoring the integrity of isolations whilst they are in force. The relevant IA shall also witness the insertion of spades to achieve positive isolation when required. The IA will be responsible for ensuring compliance with energy isolation requirements. The IA can also be the Performing Authority if required.

2.12 Responsible Electrical Person (REP)

The Responsible Electrical Person shall have a clear overview of the installation and of all the electrical work being carried out. The REP will approve any switching programs, will countersign permits with electrical content where the Area Authority isn't electrically competent, ensuring that the isolation has been correctly designed and the Isolating Authority has the appropriate authorisation level for the work.

The REP will be an Electrical Authorised person having the highest level of authorisation required for the site being worked on. At any time there can only be one REP for each installation.

2.13 Permit To Work Co-ordinators (PTWC)

PTW Co-ordinators are required to operate, monitor and control the Permit System.

The Permit to Work Coordinators main responsibilities will be but not limited to:

- Issuing and subsequent control of the PTW system on the site they are allocated.
- Routine site tours monitoring PTW application.
- Ensuring the correct permit and and/or isolation certificate is used.
- Ensuring the correct signs, tags and locks are used.
- Responsible for ensuring the appropriate Task Based Risk assessment process is in place and being implemented.
- Act as focal point for all matters relating to Permit Issue and Control.
- Attend work planning and scheduling meetings.
- Attend PTW/Risk assessment meetings
- Carry out regular audits on the PTW system.
- Maintain an Audit Register.

2.14 Custodian

The Custodian of this document is the PTW Technical Authority.

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3 Auditing and Monitoring

Each Business Asset shall:

- Undertake internal audits of the operation of the Permit to Work System at each site.
- Maintain an Audit Register.
- Have in place a system for tracking recommendations through to close-out.

Use of a Standard Audit Checklist is recommended, to allow comparison with external audit results.

The recommended frequency of Audit is as follows:

Installation/Site personnel	1 permit per day
Site Safety Adviser	1 permit per week
Site Manager/ Controller	1 permit per month

Permit audits should be a cross section of activities ongoing i.e. hot work, cold work, spark potential.

Installation / Site personnel should carry out audits of individual tasks covering both the PTW and the Isolation Confirmation Certificate (ICC) on a regular basis.

Site Managers shall carry out regular internal reviews of the findings of Permit to Work Audits to ensure that any critical failings in the system, or its manner of implementation, have been identified and appropriate actions have been taken.

The BU HSE Department as part of their audit schedule shall carry out a PTW audit. Such audits shall examine a cross section of at least 20 Permits, and a number of relevant ICC's, together with compliance with this procedure and any deviations in place. The results of the audit shall be discussed with Management and issued for information and actions allocated to individuals as appropriate.

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4 Competency, Training and Awareness

4.1 General

All personnel involved in the use of the PTW shall be both trained and proven to be competent to the appropriate level.

The competency of all relevant personnel shall be established during the planning process for a particular job. The Area Authority and/or Line Supervisor shall ensure that the personnel involved in the activity have the correct competencies through records or requesting individuals to produce relevant certification.

4.2 Levels of Training

The levels of training are:

first time users: -

Performing Authority (PA) level using classroom based training, with possibly a computer-based Training (CBT) for refreshers. This also requires a practical field based assessment to demonstrate that the trainee understands the Permit To Work system.

Area Authority (AA) /Affected Area Authority (AAA) personnel training for the first time at Area Authority level shall attend the classroom-based training and assessment normally lasting two days.

Having undergone the appropriate training and assessed competent to carry out the relevant duties, PA's, AA's and AAA's can only take on the role when they have been authorised by the OIM / Site Manager or Site Controller.

For those considered experienced: (Regular users) Refresher training shall be undertaken, and assessed, at a frequency of not more than 2 years, or if absent from the operation for more than 12 months.

For those transitioning from another PTW system to this one: transition training shall be undertaken with all attendees being assessed for competency acceptance.

For all AzBU employees: prior to any involvement with the PTW system all employees shall receive awareness training to ensure that they understand the importance of PTW and how it affects them in the working environment.

4.3 Records

Records of attendance and competency will be filed for future reference / verification by Senior Management.

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5.0 The Permit to Work Business Process

The sequence of events in compiling a typical Permit to Work is summarised below:

PTW Section No	Action by	Action to be Taken
Prior to completing the form the originator of the work activity shall discuss the scope, if appropriate with the PA.		
1	PERFORMING AUTHORITY	<ul style="list-style-type: none"> Provides sufficient information for subsequent personnel to assess the task. Estimates duration and signs the section.
2	PERFORMING AUTHORITY	<ul style="list-style-type: none"> Identifies the hazards in the task, work area and adjacent or associated work. Lists precautions to be taken to control hazards identified.
	AREA AUTHORITY	<ul style="list-style-type: none"> Note any inhibits required. Consult with Affected Area Authorities. Specifies the protective clothing to be worn and equipment to be carried.
3	AREA AUTHORITY	<ul style="list-style-type: none"> Lists the Supplementary Certificates raised in connection with the Permit and any other relevant information.
4	AREA AUTHORITY	<ul style="list-style-type: none"> When a test is required, completes the Sanction To Test (STT) section.
5	AFFECTED AREA AUTHORITY/DEPARTMENT HEAD/SITE CONTROLLER /OIM / SITE MANAGER	<ul style="list-style-type: none"> Completes authorisation section by signature having assured him/herself that previous sections are acceptable.
6	GAS TESTER (where required)	<ul style="list-style-type: none"> Gas tests equipment and work area s as required. Logs and signs the results.
7	AREA AUTHORITY / DELEGATE	<ul style="list-style-type: none"> Formal hand over to Performing Authority, after specified work site inspection.
	PERFORMING AUTHORITY	<ul style="list-style-type: none"> Signs to accept responsibility for carrying out specified work.
8	CONTROL ROOM OPERATOR / PTWC	<ul style="list-style-type: none"> Permit numbered at the top of the page and entered into the Permit Register Inhibits put in place.

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Section	Action By	Action to be taken
9	AREA AUTHORITY OIM / SC / SM PERFORMING AUTHORITY /AAA / SC / AGT	<ul style="list-style-type: none"> PTW can be revalidated at shift change for a maximum of 7 days by re-issue of permit Note: if the work is incomplete a new permit should be raised for up to a further 7 days. Approvals are required to confirm acceptance as appropriate. OIM/SC/SM can either revalidate in column provided on permit, or a print-out provided by PTWC of all permits being revalidated for next day
10	PERFORMING AUTHORITY	<ul style="list-style-type: none"> Statement of completion or non-completion of task and work site inspection with Area Authority/Delegate.
	AREA AUTHORITY/ DELEGATE	<ul style="list-style-type: none"> Acceptance by Area Authority of state of completion and work site inspection. Declares that systems can be returned to normal operation.
11	CONTROL ROOM OPERATOR or PTWC	<ul style="list-style-type: none"> Completes Permit Register. Cancels Inhibits and ensures effective close out of work activity.

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5.1 Types of Permit To Work

Permit to Work System tasks are divided into one of the following categories:

- Hot Work Naked Flame
- Hot Work Spark Potential
- Cold Work
- Cold Work Breaking Containment
- Confined Space Entry
- Formal Procedure

Details of Permit colours, re-validation, and maximum life and authorisation levels are shown below:

	HOT WORK NAKED FLAME	HOT WORK SPARK POTENTIAL	COLD WORK	COLD WORK BREAKING CONTAINMENT	CONFINED SPACE ENTRY	FORMAL PROCEDURE
COLOUR	RED	YELLOW	BLUE	BLACK	GREEN	WHITE
RE-VALIDATION	At shift change of Performing Authority or 12 hours					At each shift change of Area Authority or Performing Authority
MAXIMUM LIFE	7 days or 14 shifts (day / night)	7 days or 14 shifts (day / night)	7 days or 14 shifts (day / night)	7 days or 14 shifts (day / night)	7 days or 14 shifts (day / night)	1 shift (max 12 hours). The approved Formal Procedure revalidated annually
AUTHORISATION SIGNATORY LEVEL	Site Manager/ OIM/ Site Controller	Site Manager/ OIM/ Site Controller	Site Manager/ OIM/ Site Controller	Site Manager/ OIM/ Site Controller	Site Manager/ OIM/ Site Controller	Site Manager/ OIM/ Site Controller

5.2 Hot Work Naked Flame

Permit for Hot Work **could** involve any of the following activities:

- Naked flames (welding, flame cutting)
- Electrical welding
- Electrical induction pre-heating, stress relieving or use of high temperature thermal calibrators (above 200°C), except in authorised workshops
- Use of portable grinders (air or electrically powered)
- Abrasive wheels
- Use of flare guns
- Use of heat shrink blowers in hazardous zones

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- Use of equipment or work on pipe work or vessels contaminated or potentially contaminated with pyrophoric scale

Note 1: A Hot Work (Naked Flame) Permit is not required for operations and/or maintenance activities involving ignited gas flares or permanently mounted plant using an enclosed flame (boilers, inert gas generators, etc).

5.3 Hot Work Spark Potential

Permit for Hot Work (Spark Potential) could involve any of the following activities:

- Dry grit/shot blasting in hazardous zones
- Needle gunning in hazardous zones
- Pneumatic chisels in hazardous zones.
- Use of battery-operated cameras in hazardous zones
- Use of non-appropriately rated EX equipment in hazardous zones
- Opening live electrical junction boxes in hazardous zones where the terminals are exposed to atmosphere
- Use of air or hydraulically powered tools, mechanically capable of generating a spark in hazardous zones
- Use of electrically powered equipment capable of generating a spark in hazardous areas
- Work involving explosives and perforation guns in hazardous zones.
- Use of cartridge operated fixing tools in hazardous zones
- Operation of protected portable diesel engines not tied into fire and gas systems in hazardous and non-hazardous zones

Note 2: It is Company policy to avoid hot work in hazardous areas wherever practicable. It is the role of engineers planning the work to minimise the need for hot work and provide cost effective alternatives by careful consideration during the design and planning phase.

5.4 Cold Work Breaking Containment

Permit for Cold Work (Breaking Containment) could involve any of the following activities:

- Construction, maintenance, overhauls and repair work in operational areas involving breaking containment of hydrocarbon systems
- Spading and de-spading of systems under pressure or which contain flammable substances- depending on tools used.
- Sampling of Hydrocarbon products by any means other than an approved sample point.

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5.5 Cold Work

Permits for Cold Work could involve any of the following activities:

- Well service operations
- Working on vessels/equipment contaminated with Low Specific Activity (LSA) scale/Naturally Occurring Radioactive Materials (NORM)
- Working with radioactive sources
- Working with asbestos or mineral fibre products
- Civil and ground preparation works
- High pressure water jetting or wet grit blasting
- Ultra High Pressure (UHP) water cutting
- Painting/spray painting
- Removal of handrails, gratings, hatches and fixed ladders
- Scaffolding erection/dismantling
- Use of air or hydraulically powered tools including needle guns in non-hazardous zones
- Dry grit/shot blasting in non-hazardous zones
- Use of lasers
- Work affecting the availability of fire and gas detection systems
- Work affecting the availability of fire or explosion control or protection arrangements e.g. deluge, fixed fire fighting, fire pumps, fire main etc.

5.6 Confined Space Entry

A Permit for Confined Space Entry shall be raised when it is necessary for personnel to enter confined spaces as defined in *UNIF-HSE-PRO-108 Confined Space Entry*.

The Confined Space Entry Permit differs from the other permits in that:

- It can only be issued to an AGT Level1
- A Level 2 RA is mandatory
- Provision is made for gas tests in Section 8, including a continuation sheet.
- It does not permit any form of work, only visual inspection and gas testing
- It requires to be authorised by the Site Controller (SC) / OIM / Site Manager.

Permit for Confined Space Entry involves the following activities:

- Declaring that the confined space is positively isolated so that the Authorised Gas Tester can enter, subject to any special conditions
- Authorising entry by the Authorised Gas Tester
- Recording the gas test and re-test results
- Declaring the confined space safe for entry
- Specifying whether or not Breathing Apparatus is required
- Written communication between the Authorised Gas Tester and Area Authority

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5.7 Formal Procedure

Certain activities do not normally need to be covered by a Permit within the SSOW process. Competent people using **approved formal procedures** may carry out these tasks. Where situations change then it is important that these procedures are reviewed and updated accordingly.

Formal Procedures are authorised by the Site Manager/OIM/Site Controller and are reviewed annually. A Formal Procedure is valid for 1 shift (12 hours). A Formal Procedure-Application form is used to request this work-scope. The register of valid Formal Procedures is held by the Site Manager/OIM/Site Controller, and accessed by the Area Authority.

These activities may include the following Operations carried out in accordance with Installation procedures covering the following unless otherwise agreed:

- Workshop Activities
- Contractor Yards as a minimum excluding Confined Space Entry activities
- Lab sampling
- Safety Equipment checks
- General housekeeping
- Carpentry work by approved contractors
- Vibration monitoring work
- Flow line tracing
- Gas testing (not in Confined Spaces)
- Routine operations tasks i.e. Start / stop pumps, filter changes etc.
- Work preparation (e.g.: this does not include scaffolding)

5.8 Work not requiring a Permit or Formal Procedure (Non-Permitted Work)

Certain activities do not normally need to be covered by a permit within the SSOW process. These activities may include the following:

- Operations covering the following:
 - ⇒ Production plant operations.
 - ⇒ Crane operations.
 - ⇒ Drilling operations.
- Use of the following tools and equipment inside accommodation areas, workshops, control rooms and other non-hazardous modules protected by fire and gas detection equipment.
 - ⇒ Battery operated cameras without flash
 - ⇒ Processes involving naked flames or hazardous substances in approved laboratories.
- Visual inspection of areas (except confined space and rope access).
- Operation of equipment for approved training purposes e.g. use of fire fighting or life saving appliances during drills.
- The handling and use of non hazardous materials
- Work of a cold nature (i.e. machining, fitting, turning and calibration work) in workshops in Non-Hazardous areas.

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6 Supplementary Certificates

6.1 General

Four supplementary certificates (see appendices for formats) are provided for use where activities have to be performed before a Permit to Work can be issued:

- Isolation Confirmation Certificate (ICC)
- Plant Contamination Certificate
- Clearance for Excavation Certificate
- Clearance to Move Heavy Equipment Certificate

Provision is made for cross-referencing the Permits and supplementary certificates.

6.2 Isolation Confirmation Certificate (ICC)

Where items of equipment require to be isolated to allow the work to take place safely then an Isolation Confirmation Certificate (ICC) must be raised to control the isolation except in the case where a personal isolation is acceptable.

The Isolation Confirmation Certificate (ICC) applies to all types of isolation, covering process, control and electrical. The ICC contains a listing of all isolation points and the AA must approve the design before it can be applied. Individual isolation points must be signed off by the Isolating Authority (IA) to confirm they have been put in place. Only on confirmation by the AA that all isolations are in place, can the associated PERMIT(s) be issued. The ICC must remain in force until all PERMITs associated with the ICC have been cancelled.

Any Sanction to Test (STT) requirements should be specified at the time of creation of the ICC where this is known, although they can be identified at a later stage.

The Isolation Confirmation Certificate supports the Permit to Work by providing the means of:

- Recording the isolations which are required before the task detailed on the associated Permit to Work can proceed
- Confirming isolations have been made so that the task can proceed (subject to authorisation of other certificates e.g., Confined Space Entry)
- Authorisation and recording of de-isolations and isolations which may be required to test equipment under a sanction to test
- Authorisation and recording of de-isolation on completion of the task detailed on the associated Permit to Work.

Note: All requested isolations require the completion of The Isolation Confirmation Certificate duly signed by the IA before the relevant Permit to Work can be issued to the PA.

Under certain circumstances, e.g., for short duration low risk tasks, the Area Authority may authorise isolation by the Performing Authority (Personal Isolation/De-isolation). For full details of the Isolation Confirmation Certificate see *UNIF-HSE-PRO-107 Energy Isolation Process*.

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6.3 Plant Contamination Certificate

A Plant Contamination Certificate shall be used to cover the handling or transport of equipment, which is, or has been, contaminated.

The certificate provides the means of:

- Declaring that a contaminated piece of equipment has been cleaned, specifying the method(s) used.
- Defining the substances with which a piece of equipment is contaminated if it has not been cleaned.
- Specifying the precautions to be taken when handling a piece of contaminated equipment.

The certificate shall be securely attached to the equipment and a copy included with the manifest if the equipment is to be transported from the installation / site.

6.4 Clearance for Excavation Certificate

A Clearance for Excavation Certificate shall be used where any excavation or stake driving is planned, on any site.

The certificate provides the means of:

- Applying for permission to excavate as specified.
- Recording the consent of those engineers responsible for the technical integrity of any underground equipment or services, subject to any specified precautions.
- Recording the consent of the Area Authority, subject to the issue of a Permit to Work.
- Acceptance by the Performing Authority, and his undertaking to observe the required precautions and to obtain the necessary Permit to Work before starting excavation.

6.5 Clearance to Move Heavy Equipment

A Clearance to Move Heavy Equipment Certificate shall be used when it is planned to move heavy equipment.

The certificate provides the means of:

- Applying for permission to move the heavy equipment as specified.
- Specifying the precautions to be taken to avoid damage to underground, overhead, surface and surface mounted services and facilities.
- Recording the consent of the Area Authority subject to the issue of a Permit to Work.
- Acceptance by the Performing Authority, and his undertaking to observe the required precautions and to obtain the necessary Permit to Work before starting the move.

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7 Registers

The following registers are mandatory and shall be used at all times. A new sheet shall be started for each 24-hour period.

- Permit to Work
- Isolation Confirmation Certificates.

Examples of such registers are attached in Appendices B and C.

A register will also be held and updated by the OIM/SM/SC for all valid approved Formal Procedures.

8 Site Plot Plans

Site Plot Plans shall be available in appropriate locations for visibility and control. These plans should illustrate the various type of PTW activities ongoing and be colour coded to reflect the PTW forms colours.