



Procedure for Permit to Work

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1. PURPOSE / SCOPE

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. This procedure shall be used in alignment with the suite of BP AzSPU SSOW procedures as identified in Section 6.

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.

The contents of this Safe System of Work are applicable to all BP owned and managed sites/installations in Azerbaijan and Georgia. Contractors working on BP owned or managed sites/installations are also responsible for alignment with this SSOW.

This document does not replace the procedures prepared and adopted by specialist contractors. Neither does it supersede any national and local regulatory requirements.

All guidelines **contained** shall be regarded as the **minimum** requirements for BP owned or managed sites in Azerbaijan and Georgia.

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

This procedure is written in sufficient detail to enable it to be applied consistently at all sites or installations. There may still be the requirement for some site-specific instructions covering logistical & administrative arrangements, and site-specific variations in responsibilities to reflect differences in organisational arrangements. These site-specific instructions should not deviate from the core processes within this document. Any form of deviation from this procedure, including but not limited to site-specific instructions, shall be requested and authorised in accordance with the AzSPU Deviations Procedure ([AZSPU-HSSE-DOC-00011-2](#)).

2. DEFINITIONS

AA	Area Authority
AAA	Affected Area Authority
AEP	Authorised Electrical Person

AGT	Authorised Gas Tester
AIP	Authorised Instrument Person
ALARP	As Low as Reasonably Practicable
BOC	Break of Containment
CBT	Computer Based Training
CCR	Central Control Room
CEP	Competent Electrical Person (AIP, AEP, SAEP & REP)
CMAS	Competence Management Assurance System
COSHH	Control of Substances Hazardous to Health
CoW	Control of Work
CRT	Control Room Technician
CSE	Confined Space Entry
CW	Cold Work
DH	Department Head
FA	Facility Administrator
FW	Fire Watcher
HWNF	Hot Work Naked Flame
HWSP	Hot Work Spark Potential
IA	Isolating Authority
IAC	Isolating Authority Control
IAE	Isolating Authority Electrical
IAP	Isolating Authority Process
ICC	Isolation Control Certificate
IRA	Isolation Risk Assessment
ISSOW	Integrated Safe System of Work
LSA	Low Specific Activity
L2RA	Level 2 Risk Assessment
LTi	Long-Term Isolations
MOC	Management of Change
NORM	Naturally Occurring Radioactive Materials
OIM	Offshore Installation Manager
ORA	Operational Risk Assessment
PA	Performing Authority
PTW	Permit to Work
RA	Risk Assessment
REP	Responsible Electrical Person
RI	Routine Implementation
RT	Routine Template
SAEP	Senior Authorised Electrical Person
SARA	Stand Alone Risk Assessment
SC	Site Controller
SM	Site Manager
STT	Sanction to Test
TA	Technical Authority
TBT	Toolbox Talk
WCC	Work Control Certificate (permit)

3. GENERAL REQUIREMENTS

3.1. Legislation & Standards

This procedure complies with applicable national law. Applicable national law is national law as amended by project specific agreements, e.g. the ACG Production Sharing Agreement (PSA), and relevant International Conventions, if any, in force in Azerbaijan or Georgia, as applicable.

In the absence of national legislation, or where national legislation is inconsistent with the requirements of project specific agreements, BP Group Standards or applicable requirements from UK or US legislation will be complied with.

Where requirements conflict, legal advice has been obtained and a defensible compliance position adopted.

The standards and practices contained in this procedure are consistent with those internationally recognized within the petroleum industry.

3.2. Safe System of Work

An SSoW is a process that is entirely competent person dependant. It takes a request to perform an activity and after challenging it through the system, formally gives approval to proceed under stated controls. The System systematically identifies and controls any hazards that may be present in the task, in the environment in which the task is to be performed and in any hazardous interactions with other activities in the same area.

The Safe System of Work starts with Planning in order that all activities in an area, whether Work or Operational Tasks are identified. These activities are communicated to the responsible persons for the area so that a suitable Assessment of Risks may be carried out to identify any hazards and allocate appropriate control measures. Should the activity require the application of company standards, these should be consulted to ensure compliance. The activities must be co-ordinated to prevent any conflict between work and operational tasks. Supervision must identify and control hazards, authorise work to proceed, and ensure continuous compliance with conditions during work period.

The suitable and sufficient Assessment of Risk is an essential part of the Safe System of Work. Assessment of risk can generally be achieved by the Permit to Work system. In instances where there may be a higher risk potential in the task, or compliance with Company Standards cannot be achieved, Risk Assessment level 2 can be triggered. Risk Assessment level 2 is a formalised team process for the assessment and control of risk (See [AZSPU-HSSE-DOC-00063-2](#)).

The Permit to Work System is a formal computer based system used to control work. It communicates requirements between site / installation management, plant supervision, operators and those who carry out the work, and anyone involved in the safe system of work.

A proprietary software system called Sentinel PRO is utilised to manage the system and a paper based back up is available.

http://bp1bakap054/sentinel_pro/

Essential features of the system are:

- Define the task
- Identify the hazards
- Create permits in advance
- Allocate the controls
- Co-ordinate the work
- Identify & control competency requirements
- Graphical view of worksite activity
- Authorise the work to proceed

- Copy permits for repeat jobs
- Issue instruction to proceed for authorised period
- Re-issue shift by shift
- Confirm task completion
- Safe reinstatement of plant & equipment
- Cancel WCC
- Archive of completed WCC and other certificates.

While the Permit to Work System, Company Standards and Risk Assessment level 2 provide for Safe Systems of Work, the role of the individuals within the system cannot be understated. Each must exercise their competence and discharge their responsibility in support of the system.

3.3. BP AzSPU Requirements

It is a company requirement that all tasks are subjected to an assessment of risk to demonstrate that risks have been reduced to as low a level as reasonably practicable (ALARP). This can be achieved by complying with the BP's existing standards. Where compliance with BP standards cannot reasonably be achieved, a formal level 2 Risk Assessment will be undertaken to identify any additional controls and demonstrate that risks remain as low as reasonably practicable

3.4. Stopping Unsafe Work

To stop the continuation of potentially unsafe work at the earliest possible stage the Control of Work (CoW) Policy and this Permit to Work procedure make it very clear that all personnel are obliged and have the authority to “**STOP**” the work that they consider to be unsafe.

4. KEY RESPONSIBILITIES

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

4.1. Operation VP (Offshore & Midstream)

Operations Vice-Presidents are accountable for ensuring that:

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

4.2. Delivery/Operations Manager

The Delivery/Operations Manager are responsible for:

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

4.3. Site Managers (SM) / Site Controllers (SC) / Offshore Installation Managers (OIM)

Site Managers Site Controllers and Offshore Installation Managers 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.
- Ensuring that the training and competency standards, as defined in this document, are followed and to satisfy him / herself that the AA is competent
- Authorization of all categories of WCC's (Work Control Certificate's)

- Approval of all Level 2 Risk Assessments (Normal, ORA, IRA & SARA).
- Approval of audits.
- Signature for approval of Deviations from this procedure.
- Approval of all Routine Templates

4.4. 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.

4.5. Area Authority (AA)

The AA 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 providing the individual is trained and competent. There may be more than one AA at any particular site. The duties of the AA are:

- To report to the SM/SC/OIM 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 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 2) and acting as the Task Risk Assessment Team Leader
- Ensuring that all Prerequisite control measures have been put in place prior to a permit being issued, confirming that the PA fully understands the scope of the task.
- Providing the culture to "STOP the Job" if anyone feels unsafe
- Approval of isolation design, control of isolation implementation and ensuring that the ICC is attached or cross-referenced to the correct WCC prior to issuing. Also ensuring that the isolation is properly removed after completion of all the works associated/referenced to the ICC and cancellation of those permits.
- 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
- Validate lessons learned and audits.
- To ensure that any cancelled permit to work documents are replaced with new ones, if required.
- To ensure that a WCC is closed and archived once the task is finished and the WCC has been Job Completed or Incompleted by the PA
- Be familiar with all AzSPU Caspian SSOW documents.
- Issue and Revalidation of Permits

4.6. Affected Area Authority (AAA)

This applies where there is more than one AA on a site, or work involving more than one platform. (e.g.; Interconnector / pipeline tasks) 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:

- Be aware of all responsibilities of the AA as above.
- Countersign the Permit from the adjoining area / other affected sites 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 that may be affected by the adjacent activities to ensure that they understand the potential impact on their activities.

4.7. Performing Authority (PA)

The PA is the responsible person for the activity being carried out under the Permit. The PA must be competent to perform the task and be fully conversant with the equipment and tools being used. 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 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 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 all controls are applied prior to commencing task.
- 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.
- Advance the permit Job Complete or Job Incomplete once the job has been finished and the worksite made safe
- Ensure adequate handovers take place at shift and crew change periods with the oncoming PA and AA.

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

4.8. Control Room Technician (CRT)

The role of the Control Room Technician (CRT) varies considerably between sites and another person, typically an AA or AAA, may carry out some of these duties. 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. The duties of the CRT within the PTW system are, but not limited to:

- Ensuring safety system status board is up to date.
- Ensuring inhibit / override register is kept up to date and audited.
- Ensuring all inhibits / overrides are handed over at the end of each shift.

4.9. Authorised Gas Tester (AGT)

Authorised Gas Testers 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. 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.

Level 2 AGT's are qualified to carry out gas tests in support of all activities **excluding** Confined Space Entry & carry out continuous monitoring during ongoing work.

Level 3 AGT's are individuals, usually the PA, who is approved by the Site Controller as having undergone practical instruction by a Level 1 or 2 AGT on the use and interpretation of the results from both portable and personal gas monitors. The AGT3 has no authority to record gas test results on PTW; their responsibility is only for continuous monitoring.

4.10. Fire watcher (FW)

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.

4.11. 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.

4.12. 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 AA 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 countersign Permits & ICC's involving interconnector work between offshore platforms. 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.

4.13. Permit to Work Roles Alignment Table

The table below provides the cross-reference and alignment of PTW roles between current AzSPU PTW procedure/ ISSOW software program and BP E&P OMS Manual (table 4.5.1.2):

Role in AzSPU PTW Procedure/ ISSOW system	Equivalent Role in the E&P OMS Manual	Comments
Area Authority (AA)	Area Authority (AA)	
Area Authority (AA)	Person in Charge (PIC)	PIC's role does not exist in

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		AzSPU PTW procedure. His duties are carried out by AA
Area Authority (AA)	Issuing Authority (Delegation of Authority from AA)	In AzSPU PTW procedure, AA is responsible for issue and revalidation of permits; IA's role does not exist.
Performing Authority (PA)	Performing Authority (PA)	
Affected Area Authority (AAA)	Affected Issuing Authority (AIA)	In AzSPU PTW Procedure, AAA is responsible for countersigning the permit if his/her area of responsibility is affected by proposed work activity. AIA's role does not exist.
Isolating Authority (IA)	Isolating Authority (ISO)	

5. THE PERMIT TO WORK SYSTEM

5.1. Types of Work Control Certificates (Permits)

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

- Hot Work Naked Flame (HWNF)
- Hot Work Spark Potential (HWSP)
- Cold Work (CW)
- Cold Work Breaking Containment (CWBC)
- Confined Space Entry (CSE)
- Routine Templates / Routine Implementations (RT/RI)

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

	HOT WORK NAKED FLAME (HWNF)	HOT WORK SPARK POTENTIAL (HWSP)	COLD WORK (CW)	COLD WORK BREAKING CONTAINMENT (CWBC)	CONFINED SPACE ENTRY (CSE)	Routine Implementation (RI)	Routine Template (RT)
COLOUR	RED	YELLOW	BLUE	BLACK	GREEN	Colour dependant on type	Colour dependant on type
RE-VALIDATION	At shift change of Performing Authority or 12 hours						N/A
MAXIMUM LIFE (ISSOW)	7 days continuation for up to 28 days at SC discretion	7 days continuation for up to 28 days at SC discretion	7 days continuation for up to 28 days at SC discretion	7 days continuation for up to 28 days at SC discretion	7 days continuation for up to 28 days at SC discretion	1 shift (max 12 hours).	12 month
MAXIMUM LIFE (paper based system)	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).	12 month
AUTHORISATION	SC	SC	SC	SC	SC	AA	

SIGNATORY LEVEL							SC
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5.1.1 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 fibre optic fusion splicing equipment in hazardous zones.
- Use of heat shrink blowers in hazardous zones.

Note: A HWNF WCC / 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).

5.1.2 Hot Work Spark Potential

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

- Dry grit/shot blasting.
- Use of heat shrink blowers in non hazardous zones.
- Use of fibre optic fusion splicing equipment in non hazardous zones.
- Needle gunning.
- Pneumatic chisels
- Use of non-appropriately rated EX equipment
- Opening live electrical junction boxes where the terminals are exposed to atmosphere
- Use of air or hydraulically powered tools, mechanically capable of generating a spark
- Use of electrically powered equipment capable of generating a spark
- Work involving explosives and perforation guns
- Use of cartridge operated fixing tools
- Use of various vehicles out with the use on normal roads
- Operation of protected portable diesel engines not tied into fire and gas systems.

Note: 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.

5.1.3 Cold Work Breaking of Containment

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

- Opening up of any process system where there is a risk from egress of toxic, flammable or otherwise hazardous substances.
- Construction, maintenance, overhaul, repair work involving breaking containment on flammable or otherwise hazardous process systems in operational areas.
- Spading and de-spading of systems which contain toxic, flammable or hazardous substances.
- Sampling of Hydrocarbon products by any means other than an approved sample point.

Note: Topping up, refilling equipment or process systems, handling or exposure to flammable equipment does not require a CWBC WCC / Permit as long as all hazards and controls that are identified on the COSHH / PTW are in place.

5.1.4 Cold Work

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

- 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
- 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.

There could be instances where specialist tools or equipment are required that are not specified in the above lists. These instances should be risk assessed and the category of permit used should be decided upon the findings of the risk assessment.

5.1.5 Confined Space Entry Permit

A Confined Space Entry permit shall be raised when it is necessary for personnel to enter confined spaces as defined in Doc. No: [AZSPU-HSSE-DOC-00013-2](#) Confined Space Entry. A confined space is a place which is substantially, though not always entirely, enclosed and where serious injury can occur from hazardous substances or conditions within the space or nearby.

This includes (but not limited to):

- Large pipelines
- Tanks, vessels, separators,
- Silos, ducts, sewers, pits, flues,
- Manholes
- Voids between modules and in legs on offshore Installations.
- It may also include any space in which dangerous levels of contaminants can accumulate and ventilation is restricted, e.g. excavations deeper than 1.2m, the space above floating roofs on floating roof tanks, open-topped tanks, closed or unventilated rooms, sumps and culverts, and any other poorly ventilated areas.

The hazards that this document addresses arise through the confined nature of the place of work in combination with one or more of the following:

- The possible presence of flammable and/ or toxic substances
- An oxygen-deficient atmosphere
- An oxygen-enriched atmosphere
- Ingress of solids or liquids
- The presence of excessive heat

The Confined Space Entry permit requires the following criteria to be followed:

- It can only be issued for an AGT level 1 to test the Confined Space
- A Level 2 Risk Assessment is mandatory
- It does **“not”** permit **“any”** form of work, only visual inspection and gas testing by the AGT
- Only one confined space to be allowed on each certificate.

The Confined space entry permit ensures the following activities:

- Declaring that (where applicable), the confined space is positively isolated under formal ICC so that the AGT1 can enter, subject to any special conditions.
- Authorising entry by the AGT1
- Declaring the confined space safe for entry.
- Specifying whether or not Breathing Apparatus is required.
- Written & documented communication between the AGT1 and AA.

5.1.6 Routine Templates and Implementation

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

Routine Templates are approved by the Site Controller and reviewed annually.

To work on a **Routine Template it must be requested as a Routine Implementation and once approved, issued and made live is valid for 1 shift (12 hours).**

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

- General photography work
- Scaffolding work
- Hydrocarbon sampling
- Pig launching
- Routine inspection activities
- Routine instrumentation maintenance activities
- Routine electrical maintenance activities
- BA cylinder re-filling operations
- Workshop activities
- General painting operations
- Lifeboat equipment checks
- Planned maintenance on communications/public address systems
- Fabrication shop activities
- Preparation and positioning of well operations equipment (wire-line, coiled tubing, chemical squeeze etc)
- Filter change-outs

Dependant on risk levels Sites / Installations may slightly vary which activities are deemed suitable for Routine Template status.

5.1.7 Work not requiring a Permit or Routine Template (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:

- Production plant operations as clearly described in formal operating / CMAS procedures.
- Routine offshore crane operations.
- Routine 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.
- All Work other than HWNF, carried out by competent technicians (i.e. machining, fitting, turning and calibration work) in workshops in Non-Hazardous areas.

5.1.8 Types of supplementary certificates

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

- Isolation Confirmation Certificate
- Clearance for Excavation Certificate

The next 2 are not embedded in the electronic system, copies are in Appendix 2 of this procedure

- Clearance to Move Heavy Equipment Certificate
- Plant Contamination Certificate

5.1.8.1 Isolation Confirmation Certificate

Where items of equipment require being 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 (see section 9.6).

The Isolation Confirmation Certificate 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. This is carried out by updating the points list in the electronic system. Individual actions are logged against the IAs name / time and date. Note that only persons authorised in the correct isolation discipline will have access to the relevant section e.g. and Electrical IA will not be able to sign against an isolation which is Process and vice versa.

Only on confirmation by the AA that all isolations have been applied, this is done by the AA changing the ICC status to In Place can the associated permits be issued. (Note it is not possible to get a WCC to the live state if the linked ICC is not confirmed as In Place.

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 completed by the IA and confirmed by the AA before the relevant WCC / Permit to Work can be issued to the PA.

5.1.8.2 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.

Note: That this certificate is not available in the Sentinel Pro software.

5.2. Procedure for Completing a Permit to Work Certificate

The procedure for completing a WCC via Sentinel Pro is contained within Appendix 1 (Resource Centre) in the section titled Creating a Work Control Certificate (WCC)

Instructions for the paper based system are in Appendix 2

5.3. Procedure for Completing an Isolation Confirmation Certificate

The procedure for completing an Isolation Confirmation Certificate via Sentinel Pro is contained within Appendix 1 (Resource Centre) in the section titled Isolations, Creating an Isolation Confirmation Certificate (ICC)

Instructions for the paper based system are in Appendix 2

5.4. Pre-Job Safety Toolbox Talks

It is vital that all persons involved in working on a particular activity are fully aware of the details of the TRA and all of the hazards and controls associated with the job. Some of these people may have been directly involved in the TRA but others may not have been.

This is particularly true of larger jobs where the PA, who is maybe the Supervisor, will have been directly involved in the TRA but the rest of the work party probably may not been directly involved.

A pre-job safety Toolbox Talk is a vital part of the process, to ensure that the TRA and its associated documents are reviewed, prior to the start of the job, and are fully understood by all persons involved in the task.

Particular emphasis **should** be placed on those residual risks with a higher rating. It is also an opportunity for those involved in the work to raise any further concerns about the job and to identify any hazards not picked up in the TRA process.

Note: If anyone at this stage identifies some additional hazards that have not been properly assessed or thinks the control measures are inadequate, the job **should** not proceed until the TRA has been re-evaluated and appropriate controls identified to ensure that the task risks are ALARP.

Electronic version of TBT process shall be carried out stage by stage as defined in appropriate sections of ISSOW online system – *Toolbox Talk Form*.

ADDITIONAL HAZARDS IDENTIFIED

The AA must be informed of significant additional hazards identified at any time during progress of the task.

The AA and PA may then identify suitable controls to allow the task to safely proceed. Any additional significant hazards and controls can be handwritten on the WCC and countersigned by the AA or the AA delegate.

If the number or severity of additional hazards identified at the worksite suggests that the original WCC is no longer an adequate risk assessment, the work must stop and the AA must be informed. A further toolbox talk must then be carried out with the work party, to ensure the additional hazards and controls are understood and agreed by all.

WCCs modified in this manner are only valid until the end of the current shift. A new WCC shall be prepared for subsequent shifts.

TBT RECORDS

The hard copy signed by the PA and members of the work party should be retained on the site for a period of not less than one month.

5.5. Effective Control of Work

5.5.1 Cross referencing

Accurate cross-referencing between Permits and Supplementary Certificates is vital if a number of tasks are to proceed simultaneously in safety.

5.5.2 Associated and affected permits

A number of tasks may proceed simultaneously in an area or on a system that spans a number of areas. It is essential to establish that these tasks will not adversely affect one another and that they can each be progressed safely at the same time.

Sentinel Pro software has a comprehensive system of cross referencing which is described in Appendix 1 and the paper based system utilises Section 3 of the Permit to Work to Cross-references Certificates. Any task that it is considered will be affected by the proximity or technique of other tasks should be briefly described. This will give the AA the opportunity to consider adjacent and associated tasks. At handover it will provide a reminder to the AA to discuss these tasks with the PA. Additions to the list may be made by any of the Affected AA's.

5.5.3 Connected Permits and Overlapping ICCs

When an item of plant/system has been isolated, a number of tasks may then proceed on the basis of the ICC. A Confined space entry permit may also be raised after an ICC has been granted for a confined space. It is essential that every Permit raised should be cross-referenced to the ICC. Additionally, a number of ICC's may share common isolations.

In the paper based system these overlapping ICC's should be cross-referenced on each ICC. However via the electronic system overlapping ICC must be cross referenced via a WCC.

Before an ICC can be cancelled the AA signs a declaration that all connected Permits to Work and Entry Permit have been **CANCELLED** and that all work is **COMPLETE**. This must be checked thoroughly before the isolations under an ICC are removed.

5.5.4 Update of Cross-references

It is vital that all cross-references are kept up to date. When a new Permit to Work is being raised, consideration should be given by the AA to determine any area where existing Permits may be affected by the proposed Permit. Should it be considered that existing Permits will be affected they must be immediately recalled and the PA's briefed as to the proposed task.

5.5.5 Permit Register

Sentinel Pro software is the default permit registry and satisfies all criteria required, however if the paper based system is being applied, the following register is required.

A permit register will be maintained in the permit office. All Permits & supplementary certificates must be registered before they are valid. The Registry will consist of assigning a unique number to the head of the Permit/Certificate, and entering the details of the document in the register. The sections of the Registry Number consist of location or site identification & Permit or Certificate number in series.

Each PTW & supplementary certificate will be entered separately in the register. Under the individual permit entries the cross-references to the ICC under which the work is being performed will be made. When a PTW & supplementary certificate, the PTWC must update the Permit Register accordingly. He then signs the cancellation statement at the foot of each document. The information in the registers must be kept up to date continuously and print out must be made available for AA's.

During shift changeover the oncoming responsible person must visit the PTW office to receive a full listing of work permits in use.

5.5.6 Permit Display

The PA copy of Permits must be displayed at the work site. If there are no means of displaying the permit at the worksite, it should be kept on the worksite and accessible to all members of the work party.

5.5.7 Site Plot Plans

Graphics of each site are in-built to the Sentinel Pro software and display WCCs which are available / Live or otherwise as per user preference, however should the paper based system be used a set of Site Plot Plans shall be available in the permit office or control room. These plans should illustrate the various types of PTW activities ongoing and be colour coded to reflect the PTW forms colours. This must be kept up to date constantly and be available for any personnel to view. The plot plans are to be used continuously by the AA to assess adjacent activities and also as a basis of discussions with affected AA's and PA's.

5.5.8 PTW planning meeting

To ensure effective work control is achieved it is vital that a robust structured permit to work control & planning meeting is held every day to discuss the following days activities. It shall consider time and resources (including subject matter experts) requirements for hazard identification, risk assessment, preparation and planning.

All responsible persons will attend the meeting and bring with them their prepared new permits (whether paper or electronic).

It is also very important that site rules instruct PA's to submit the new permits to the AA in sufficient time to allow the AA to carry out the required level of discussion, planning and site checks to ensure that all the hazards and controls are identified.

During the permit to work planning & control meeting each new permit submitted should be reviewed to ensure there are no known conflicting activities. Any concerns with simultaneous (SIMOPS) and/or conflicting activities should be discussed at this meeting.

AA's who may be affected by the performance of the proposed work should be consulted. They may provide additional precautions to be taken. The AAA's endorse the permit also to signify their approval for the proposed task to proceed. The AA & Site Controller will check that all AAA's have been identified and informed of the proposed work. If satisfied with the procedure and precautions the permit will be countersigned by the Affected AA. Simultaneous operations should be properly coordinated and prioritised.

Site Controller will authorise the permit or revert to the AA for re-assessment.

5.5.9 Approval of personal isolations

Under certain circumstances, e.g., for short duration low risk tasks, the AA may authorise the PA to carry out personal isolation / de isolations. The AA must clearly identify in the permit that personal isolation area allowed. This must be discussed in the planning stage of the permit along with the PA. For full details on personal isolations see [AZSPU-HSSE-DOC-00048-2](#), Energy Isolation Electrical and [AZSPU-HSSE-DOC-00049-2](#), Energy Isolation Process.

The rules for approval of a personal isolation are as follows:

- The task and isolation are performed by the PA within one shift; the PA may receive assistance from others but he shall be present at all times when work is in progress.
- Before approval, the AA must be satisfied with the competence of the PA to both carry out the isolation and execute the work. Personal isolations shall only be carried out by those deemed to be a competent Isolating Authority. Where isolation involves competency in more than one discipline e.g. electrical, mechanical, instrument or process, personal isolation is only permissible if the PA has all the appropriate isolating competencies.
- The same isolation standards apply to personal isolations other than the completion of the ICC.
- The isolation points shall be labeled with a personal isolation label and locked.
- If the worksite is left unattended, the plant shall be left safe, including capping or plugging of any open ends.
- The intended points of isolation must be clearly stated on the Permit or supporting documentation.
- If isolation is in place beyond one shift an ICC must be raised.

An ICC **MUST** be raised whenever these conditions are broken.

Personal electrical isolation is **not** allowed on:

- High voltage (HV).
- Safety systems e.g. Fire and Gas or Emergency Shutdown (ESD) panels or sections thereof.
- Equipment fed from more than one source.

5.5.10 Control of Protective Systems Overrides

It is essential for safety and efficiency purposes that any task requiring inhibition is clearly communicated to all those involved in the task, this includes those that will be required to perform the placement and removal of inhibits. Sites may vary how inhibits, over-rides and alarm disables are controlled within the PTW process. Control of Protective Systems Overrides Procedure (Document Number [AZSPU-HSSE-DOC-00015-2](#)) clearly defines how inhibits should be recorded and assessed.

5.5.11 PTW Attachments and checklists

Attachment & checklists sheets can be utilised in the PTW system, when added to the existing controls on the permit to work certificate the sheets will ensure that generic controls are not overlooked. They will provide the PA & AA with additional information on the tasks and hazards that may be encountered. They can be In order to control substantial hazards such as:

- Breaking containment
- Rigging and lifting
- Hot work
- Pressure testing
- Confined space entry
- Working adjacent to live conductors
- Working at height
- Over side working

5.5.12 Site Alarms & Stopping Work

If work is interrupted in site / installation conditions, appropriate control measures must be re-assessed before work is allowed to re-commence. Interruptions may include any break in work when conditions may have significantly changed, alarms, emergency situations and shift changes.

After any break in activity, the conditions and control measures must be reassessed as compliant with the current permit by a competent person before any work can restart.

Where conditions or control measures are seen to have changed, work must not restart until the situation has been assessed by a competent person and conditions returned to those required by the permit. If this cannot be achieved, a new permit may be required.

Note: There may be some site specific exceptions to this, e.g. the operation of a diesel power unit during wire-line operations where the wire-line crew are in radio / phone contact with the CCR. In this case the well is to be made safe as per procedures and communication maintained with CCR. These exceptions should comply with section 1.3 Deviations & Local Rules.

5.5.13 Suggestion for Permit System Change

To enable the Permit to Work System to evolve, as a result of ongoing experience and changes to how work is controlled, a method of feeding back comments is provided. The suggestion form (Appendix 15) should be completed and then passed to the custodian of this document. Suggestion forms will be reviewed on an ongoing basis. Yearly, a report based on the collated suggestions will be issued by HSE. These suggestions will be formally put up for implementation at the next Permit System Review

5.6. TRAINING & AUTHORISATION

All personnel involved in the use of PTW system will be trained and authorised in accordance with CoW Training Policy [AZSPU-HSSE-DOC-00088-2](#).

5.7. MONITORING & AUDITING

5.7.1 Monitoring

It is essential that competent persons (AA or his delegate) visit and inspect the work site at defined intervals to verify that the conditions detailed on the permit have not been compromised; that only the work as described on the permit is carried out and the work is continuing in a safe manner. Area Authorities or their delegates shall provide monitoring of the work, and maintain regular communication with those performing the work. The frequency and type of monitoring required shall be defined as part of the risk assessment process.

Before work re-commences after interruption, the site conditions and appropriate control measures shall be reassessed. Interruptions include meal breaks, smoke breaks, alarms, emergency situations and shift changes.

At shift change, before work re-commences, hand-over arrangements between those involved in the work shall include the status of continuing work, a re-appraisal of site conditions and the appropriate control measures.

Area Authority or his delegate should be competent enough to recognise the change in the work scope, stop the job and re-assess the situation.

The status of permits (including a register of associated inhibits/ overrides/isolations) shall be accurate, up to date and available at a designated location. A person shall be assigned to monitor the status of all permits and to verify that associated registers for isolations, overrides and inhibits are maintained in an up-to-date condition.

5.7.2 Auditing

It is essential to establish a program of regular PTW (or COW) auditing. The audits should review and make recommendations for improvements on the correct application of the CoW process, including all documentation (permits, risk assessments etc.), controls, training and competency. Any discrepancies noted should be communicated to the site and business management with a requirement that corrective action plans are developed and actions are closed out in a timely manner.

Audit results shall be recorded, analysed and used to improve the management and quality of the CoW process.

All assets 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.
- Develop an audit matrix to ensure that audits are a cross section of various ongoing activities, i.e. hot work, cold work, spark potential & cancelled permits.
- Use of a Standard Audit Checklist is recommended, to allow comparison with external audit results.
- Utilising the in-built audit system within the Sentinel PRO software ensures that all the above criteria are satisfied.

The recommended frequency of Audit is as follows:

- Supervisor/ Area Authority Minimum of 2 permits per Week
- Site Safety Adviser Minimum of 1 permit per week
- Site Manager/ Controller Minimum of 1 permit per month

SM's, SC's and OIM's 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.

6. KEY DOCUMENTS / TOOLS / REFERENCES

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

Document Number	Title of Procedure
AZSPU-HSSE-DOC-00011-2	Procedure for Deviations

AZSPU-HSSE-DOC-00088-2	CoW Training Policy
AZSPU-HSSE-DOC-00012-2	Procedure for Authorisation
AZSPU-HSSE-DOC-00063-2	Procedure for Task Risk Assessment
AZSPU-HSSE-DOC-00048-2	Procedure for Energy Isolation-Electrical
AZSPU-HSSE-DOC-00049-2	Procedure for Energy Isolation-Process
AZSPU-HSSE-DOC-00013-2	Procedure for Confined Space Entry
AZSPU-HSSE-DOC-00054-2	Procedure for Incident Investigation and Reporting
AZSPU-HSSE-DOC-00015-2	Procedure for Control of Inhibits & Overrides.
AzSPU-HSSE-DOC-00050-2	Procedure for Excavations.
AZSPU-HSSE-DOC- 00002-2	Procedure for Control of Work

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
09 Sept 2004	CHSSE Manager	PTW Technical Authority	Initial issue as controlled document
18 June 2007	Gunther Newcombe (CHSSE Director)	Alan McNulty (PTW Technical Authority)	Table of Contents changed as follows: Section 3 is now Competency, Training and Awareness. Section 4 is now Auditing and Monitoring. Section 5 The Permit to Work Business Process has been replaced with the title of The Permit to Work System. Section 6 Supplementary Certificates has been replaced with the title of Procedure for Completing a Permit to Work Certificate. Section 7 Registers has been replaced with the title of Procedure for Completing an Isolation Confirmation Certificate. Section 8 Site Plot Plans has been replaced with the title of Procedure for

Control Tier: <<2>>

Document Number: << AZSPU-HSSE-DOC-00060-2>>

Revision Date: < 20 June 2010>>

Print Date: 2/1/2011

			<p>Completing an Inhibit Confirmation Certificate. Additional chapter included under the heading of Effective Work Control. Appendices added to table of contents.</p> <p>General: Throughout the procedure the document numbering for referred procedures has been changed.</p> <p>Section 1. Introduction: 1.1 is now Purpose. 1.2 is now Scope. 1.3 is now Safe System of Working. 1.4 is now Company Requirements. 1.5 is now Stopping Unsafe Work. 1.6 is now Deviations & Local Rules. 1.7 is now Document Review. 1.8 is now SSOW Specific Cross References. 1.9 is now BP Golden Rules of Safety. 1.10 is now Language Facilitation. 1.11 Procedure Summary and is a new paragraph.</p> <p>Section 2. Definitions This is a new section</p> <p>Section 3. Roles & Responsibilities: 3.3 SM/SC/OIM, 2 additional bullet points added. 3.5 Area Authority, 2 additional bullet points added. 3.6 Affected Area Authority, additional bullet point added. 3.8 Control Room Operator, bullet points re-worded. 3.9 Authorized Gas Tester, additional Level 3 AGT added.</p> <p>Section 5. Auditing & Monitoring Additional bullet point added. Also, change to frequency of Audit, as follows: Supervisor/Area Authority – minimum of 2 permits per week.</p> <p>Section 6. The Permit to Work System: 6.2 Hot Work Naked Flame, 2 bullet points added. 6.3 Hot Work Spark Potential, 15 additional bullet points added. 6.4 Cold Work Breaking Containment, 2 bullet points added. Also, note added. 6.6 is now Confined Space Entry (new section). 6.7 is now Formal Procedures, 3 bullet points changed. 6.8 is now Work not Requiring a Permit or Formal Procedure with 4 additional bullet points added. 6.12 Clearance for Excavation Certificate, note added.</p> <p>Section 7: Procedure for Completing a Permit to Work Certificate Contains additional information to the previous revision C2 document. Consists of Procedure for Completing a Permit to Work Certificate.</p> <p>Section 8: Procedure for Completing an Isolation Confirmation Certificate contains additional information to the previous revision C2 document. Consists of Procedure for Completing an Isolation Confirmation Certificate.</p> <p>Section 9: Effective Control of Work Contains additional information to the previous revision C2 document.</p> <p>Section 10: Appendices. 14 appendices included to the document as follows:</p> <ul style="list-style-type: none"> • Hot Work Naked Flame PTW Certificate • Hot Work Spark Potential PTW Certificate • Cold Work Breaking Containment PTW Certificate • Cold Work PTW Certificate • Confined Space Entry Certificate
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			<ul style="list-style-type: none"> • Isolation Confirmation Certificate • Plant Contamination Certificate • Clearance for Excavation Certificate • Clearance to Move Heavy Equipment Certificate • Application to Perform Work Certificate • PTW Audit Checklist • ICC Audit Checklist • PTW Flow Chart • PTW Procedure Summary • Feedback and Improvement Suggestions
07 Nov 2008	Alan McNulty, Central H&S Manager	Adalet Mamedov, Central Safety TL	Next review/revision date is extended to 10.12.2008 due to rescheduling.
05 Dec 2008	Yuliy Zaytsev, Safety&Compliance Systems Manager	Adalet Mamedov, Central Safety TL	Authority position/name and custodian position/name have changed to reflect org changes in HSE&TD as of December 1st 2008
12 January 2009	Yuliy Zaytsev, Safety&Compliance Systems Manager	Adalet Mamedov, Central Safety TL	Next review/revision date is extended to 15.02.2009 due to rescheduling.
16 March 2009	Yuliy Zaytsev, Safety&Compliance Systems Manager	Adalet Mamedov, Central Safety TL	Next review/revision date is extended to 30.04.2009 due to rescheduling.
23 April 2009	Yuliy Zaytsev, Safety&Compliance Systems Manager	Niyaz Mamedov, HSE Systems – Control of Work Advisor	<p>Paragraph 3.5 Wording correction to the 6th and 11th bullets</p> <p>Paragraph 3.13 Wording correction to the 1st bullet</p> <p>Paragraph 6.7 Wording correction to the second section of the paragraph.</p> <p>Section 7 Wording changes made to Sub-section 'Completion of Section 10 – Cancellation' regarding AA responsibility with respect to ICC.</p> <p>Sub-section 'Completion of Section 11 – Registry of work completion'. Term or retaining of cancelled top copy permits is reduced now from 12 to 6 months on</p>

28 January 2010	Yuliy Zaytsev, Safety & Compliance Manager	Kamran Aliyev, HSE Systems – Control of Work Advisor	<p>site.</p> <p>Paragraph 8.1 The previous ambiguity around Positive Isolation is now cleared up. It's stated in short simple wording – application and removal of Positive Isolation shall be carried out against valve isolation and cross-referenced to each other.</p> <p>Considerable changes have been made to the whole Procedure due to ISSOW requirements.</p> <p>Structurally, it consists now of the procedural content itself where the previous philosophy left mainly unchanged, and 2 linked appendices: Appendix 1 – describing electronic tools system Appendix 2 – describing paper based tools system</p> <p>Main changes among those made to the procedure are following:</p> <p>New abbreviations relevant to ISSOW requirements are added to Section 2, Definitions.</p> <p>Two new bullets are added to Paragraph 4.5, AA Responsibilities, and one additional – to Paragraph 4.7, PA Responsibilities.</p> <p>The paragraph regarding Fire Watcher is taken out as being not relevant to the Permit to Work Procedure.</p> <p>New bullet (the last one) is added to Paragraph 5.1, Types of WCC, and the table of the paragraph is also accordingly modified.</p> <p>New additional wording is put in Sub-paragraph 5.1.6, Routine Templates and Implementation.</p> <p>Sub-paragraph 5.1.8, Types of Supplementary Certificates, is duly extended.</p> <p>Sub-paragraph 5.1.8.1, Isolation Confirmation Certificate, is modified commensurately.</p> <p>Appendix 2., Instructions for Paper Based System: Supplementary pictures of permits to work were taken out from overall instructions content</p> <p>Paragraph 5.4, Pre-job Safety Toolbox talks info updated in line with ISSOW electronic system requirements</p> <p>Sub-paragraph 5.5.3, with minor changes which include Isolation cross reference differences in paper based and electronic permit systems</p>
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			Sub-paragraphs 5.5.5, 5.5.7 and 5.5.8 , updated to include permit software info. and added wording to define roles and responsibilities for SC, AA and AAA during PTW preparation stage
26 May 2010	Yuliy Zaytsev, Safety & Compliance Manager	Kamran Aliyev, Safety Systems/CoW Specialist	Paragraph 4.5 Area Authority roles and responsibilities have included issuing role for permits as per requirements set up in ISSOW electronic system
20 June 2010	Yuliy Zaytsev, AzSPU Offshore Health & Safety Manager	Kamran Aliyev, Safety Systems/CoW Specialist	<p>Paragraph 4.13 Permit to Work Alignment Table Added table, which provides the cross-reference and alignment of PTW roles between current AzSPU PTW procedure/ ISSOW software program and BP E&P OMS Manual</p> <p>Sub-paragraph 5.5.8 PTW Planning Meeting Added additional line</p> <p>Paragraph 5.7 Monitoring and Auditing section has been updated in line with OMS Manual requirements</p> <p>Appendix 2 Instructions for the paper based system additional lines added under Area Authority roles and responsibilities</p>

Appendices

Appendix 1 Guidance on Sentinel PRO Resource Centre

Appendix 2 Instructions for the paper based system