JOSOP 400 — Permit to Work Standard

Approved 27 February 2008
Revision 1.2 February 2013

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1.0 Purpose, Objectives and Scope

1.1 Purpose

The purpose of this standard is to provide for the effective identification, mitigation, control and communication of Health, Environment and Safety (HES) hazards for work requiring a Permit to Work (PTW).

1.2 Objective

This standard establishes the necessary steps and activities to plan, prepare and execute work safely. The objective of a Permit to Work is to ensure that proper consideration is given to the risks of a particular job, including potential impact to/from simultaneous activities. The permit and associated specialized certificates (if any) are detailed documents that authorize certain people to carry out specific work at a specific site at a certain time, and details the precautions needed to complete the job safely.

1.3 Scope

This Permit to Work Safe Work Practice (SWP) covers work performed by JO employees and their delegates and contractors within JO operational control.

2.0 Requirements

1. Personnel assigned responsibilities in the Permit to Work roles shall be trained and competent. The facility shall maintain documentation of authorized Permit Approvers and Area Controllers.
2. JO criteria defining the application of PTW shall be documented and meet GU criteria (refer to 5.1 When Is Permit to Work Required) at a minimum.
3. Hazard analysis shall be performed when planning the work and a Job Safety Analysis (JSA) shall be performed on site with the work crew prior to the initiation of work. Reference: JO– Hazard Analysis Procedure.
4. The PTW standard shall clearly indicate roles and responsibilities on how a permit is:
    - Prepared
    - Approved/Released
    - Monitored/Verified
    - Handled for changes in conditions
    - Completed and closed out
5. Individuals shall not self-issue a permit; that is, the same person cannot act as Area Controller or Permit Approver, and Work Team Leader/Permit User at the same time.
6. Identification and preparation of specialized work permits (certificates) shall be included as necessary.
7. Permit to work documentation shall be available at the work site, and retained after work is completed as required by local regulation, JO policy, or for a minimum of six months, whichever is greater.

3.0 Terms and Definitions

The following terms and definitions apply to the JO – Safe Work Practice – Permit to work:

Area Controller - A competent individual who is responsible for the equipment in the area where the work is to be performed.

Permit Approver - A competent individual who has been trained and authorized by the company to review and, where applicable, sign and approve relevant forms.

Permit Coordinator - A competent individual who is responsible for the administrative tasks associated with permitting as delegated by the Permit Approver. The need for this role is normally determined by the size/scope of work being performed.

Permit User – Individuals performing the work scope defined in the permit.

Site Checker - A competent individual who is assigned responsibility to verify work-site activities are in compliance with permit conditions during normal activities.

Think Incident-Free (TIF) - Think Incident-Free is a self-assessment process that focuses on the fact that, in order to achieve incident-free operations, each worker must take responsibility for his or her own health and safety in all activities as well as protect the environment. TIF enables employees to observe day-to-day operational and procedural systems to identify potential hazards that could threaten the health or safety of our personnel or contract workforce, company facilities, or the environment.

The steps in an effective TIF assessment are:

- Determining the potential hazards
- Determining what can be done to eliminate the hazard
- Take action to prevent any negative consequences

Work Team Leader - A competent individual who is responsible for the safe execution of work. The role of the designated leader may vary among several people, depending on the work specified.

4.0 Roles, Responsibilities and Training Requirements

There must be clearly defined roles, and personnel must meet the training and competency requirements of this standard prior to starting work. JO is responsible for establishing the methodology to achieve competence.

When selecting personnel for these positions, consideration should be given to their level of experience and their past performance. SBUs shall maintain documentation of employees and contractors authorized to issue and verify permits.

A number of these roles may be fulfilled by the same person. For example, on a small site with few permits, the same person may act as Area Controller and Permit Approver at the same time. However, the same person cannot act as Permit Approver or Area Controller, and Work Team Leader/Permit User at the same time. That is, individuals cannot self-issue a permit.

The following table lists generic titles and roles that are applicable to Permit to Work and other SWP standards. These roles and responsibilities are further defined in the JO – Training Requirements Tool.

Titles and Roles within Permit to Work Systems

Generic Title	Role
Permit User	Person(s) performing work
Permit Approver	Approver of a permit
Work Team Leader	Person in charge of the work
Area Controller	Person responsible for the equipment in the area where the work is to be performed
Site Checker	Person assigned responsibility to verify worksite activities are in compliance with permit conditions during normal activities
Permit Coordinator (optional)	Person handling the administrative tasks associated to permitting
Permit Requestor	Person(s) requesting work activity to be performed.

4.1 Initial Training

Personnel must meet the competency requirements of this standardized safe work practice for the role(s) they are expected to perform. Refer to the JO – Training Requirements Tool.

4.2 Refresher Training

Refresher training must be provided as follows:

- As required by applicable regulations or JO policy
- As needed when identified by verification, inspections, incidents or audits

5.0 Standard Instructions

5.1 When is Permit to Work Required

A Permit to Work is required whenever work is conducted that may adversely affect health, environment, safety, efficiency, or reliability of associated personnel or an asset. PTW is not intended for low-risk activities in low exposure locations/settings.

A Permit to Work is required when:

- Specialized work certificates are initiated (e.g., Hot Work, Confined Space, Isolation of Hazardous Energy, Excavation, etc.); or

- Work or maintenance is performed in a process area that involves breaking into a line, equipment or vessel that contains actual or potential hazards; or
- There is a transfer of work and responsibilities from one group to another; or
- Communication across more than one area, group, or technical type is required to accomplish the task; or
- If the Area Controller determines permit is required; or
- The work (including maintenance) has significant potential for injury or incident or environmental release or risk that has been identified by incident history.
- If requested by any work team member.

5.2 Permit to Work Form

The basis of a Permit to Work form shall be a single format work permit supported by specialized work permits (or certificates) as required. Reference the JO SWP standards, Guidance for Specialized Work Permits, and Suggested Color Coding for Documents for additional information on forms.

The essential elements of a PTW form and information detailing each section of the permit are provided in Appendix A: Guideline for the Permit to Work Form . A sample PTW form is provided in Appendix B: JO Permit to Work Form.

5.3 Specialized Work Permits (Certificates)

The Permit Approver and/or Area Controller shall review all applications for Permit to Work and indicate which types of additional specific certificates are required in order to allow approval of the work (Hot Work, Confined Space, Excavation, Electrical, Isolation of Hazardous Energy, SimOps Plan, etc.). See Section 7: Reference "Guidance for Specialized Work Permits (Certificates)" for more detailed information.

All necessary certificates are required to be fully completed and approved by all signatories prior to Permit Users carrying out any work.

5.4 Prepare All Required Permits and Certificates

Competent personnel defined by JO or facility shall initiate and prepare the Permit to Work and associated specialized permits (certificates). Preparation of the permit documentation should include a discussion with the Permit Approver on work scope, safe work practices and necessary certificates.

PTW documentation shall be available in the language appropriate for personnel involved in the PTW approval process. Other means (i.e., translators) may be necessary to promote clear understanding.

5.4.1 Communication and Coordination

It is important to make sure that an activity under a Permit to Work does not create danger for another activity elsewhere. There shall be means to ensure that clear communication and coordination of work is ongoing to address possible permit conflicts and/or simultaneous operations (SimOps) situations.

This dialogue may need to be set up for various levels (rig site, unit, field, and substation) in a facility to address the various organizational and span of control arrangements that may be in place. The Permit Approver, Area Controller, SimOps Controller or other responsible person(s) must be aware of potential interaction and

check when the PTW is prepared, whether it impinges on a PTW already issued and still current, or could endanger another area.

5.5 Conduct Onsite JSA and Recycle

5.5.1 Conduct JSA

A Job Safety Analysis (JSA) shall be performed onsite prior to the initiation of work. The purpose of the onsite JSA is to:

- Involve the work team to make sure that the people doing the work understand the tasks, hazards and mitigations
- Address on-site conditions on the day of the work
- Verify that work team has proper skill level and tools

The crew/personnel carrying out the work should be included in the development and communication of the JSA. Communication should address the nature and extent of the job, the hazards involved, controls in place, and limitations on the time. JSAs may be conducted by either JO employees or contractors. The Work Team Leader is responsible for ensuring that a comprehensive JSA is conducted. The Permit Approver is responsible for reviewing the content of the JSA as part of the authorization process.

The hazard analysis used for planning the work, a qualified standard operating procedure (SOP) or an existing JSA may be used as a starting point for the JSA. However, it must be edited to reflect current conditions.

Language for JSA and communication delivery shall be appropriate for the work team involved.

5.5.2 Recycle JSA

The JSA may identify hazards that were not previously identified and controlled, or not addressed in the preparation of permits and certificates. When this situation occurs, the permit preparation should be reviewed and updated as appropriate.

5.5.3 JSA for Work Not Requiring PTW

Although all work may not be covered by all the PTW planning and permitting steps, all work shall be subject to the appropriate level of hazard review. A written JSA or Think Incident-Free (TIF) self-assessment should be conducted on site prior to beginning work.

5.6 Approve/Release Permit

5.6.1 Method to Authorize Permitted Work

Permits shall be authorized by JO designated personnel. The preferred method for authorization is written (signatures), however if a verbal sign-off is needed due to specific operational limitation(s) of an area/location, it needs to be clearly identified on the permit along with any restrictions. The verbal sign-off process shall have a level of oversight equivalent to written authorization.

Individuals cannot self-issue a permit; that is, the same person cannot act as Area Controller or Permit Approver, and Work Team Leader/Permit User at the same time.

5.6.2 Authorization

It is important to provide clear definition of each role involved in the authorization process with regard to duties, expectations and area of responsibility. Company or contractor personnel designated as part of the issuing authority (Permit Approver, Area Controller) shall be specifically identified, trained and authorized by management for

this responsibility. The facility management shall maintain documentation of authorized Permit Approvers and Area Controllers.

The Area Controller and Permit Approver shall sign the permit authorizing the start of work after:

- Verifying release and condition of equipment related to scope of job
- Confirming that HES control measures are identified and/or in place (permit may include installation of controls)
- Reviewing the JSA

The Work Team Leader (who is in charge of the people who are doing the work) does not authorize work but shall sign the Permit to Work, confirming understanding of work to be done, hazards involved and precautions required. The Permit User (people doing the work) does not authorize work but confirms that the Permit to Work scope and conditions are understood by workers who shall be directly involved.

5.6.3 Duration of Permit

In general, Permit to Work approval shall be issued for a single shift.[Typically a 8 hour period] If necessary, the Permit Approver can reissue a Permit to Work for a longer period of time but not to exceed *six additional shifts*. This should only be done after careful consideration of other ongoing activities, personnel involved, etc.

5.7 Implement Controls

5.7.1 Precautions and Safety Measures

The Permit to Work must specify the precautions and safety measures to be taken in order to conduct work safely. Controls must be implemented as listed on the Permit to Work, specialized work permits (certificates), JSA and/or standard operating procedures.

Affected personnel are given the authority to begin work only after it is verified that necessary control measures have been identified and/or are in place. They are required to follow the established work plan and controls as specified by the work permit(s), certificates or operating procedures.

5.7.2 Hazardous Energy Isolations

Hazardous energy isolations that are required or implemented must be clearly identified on the permit to work or isolation of hazardous energy permit (certificate). Isolations must be applied as identified in the applicable permits.

5.8 Work in Progress

5.8.1 Display of Permits

An acceptable means for the display of permits shall be available:

- At the work site or in a recognized location near to the work site

  AND
- In the central or main control or permit coordination room, with additional copies at any local control rooms (if applicable) or in another centralized location.

5.8.2 Copies of Permits

Copies of the PTW shall be consistent in content and actively maintained to ensure they do not contain contradictory information.

5.8.3 Monitoring and Verification

The Site Checker or other competent personnel shall monitor and verify that work is being performed safely and consistent with the permit conditions. The Site Checker shall stop work if unsafe conditions are identified and initiate corrective action. If changes in operating conditions occur that may require modifying permits or stopping work, the Site Checker shall notify the Permit Approver.

The work site shall be monitored at least once per shift.

A sample PTW monitoring checklist is provided in Appendix C: JO Permit to Work Monitoring Checklist. Documentation associated with monitoring and verification shall be retained according to JO retention policy.

5.9 Change in Conditions

5.9.1 Handover Procedure

When authorizing personnel for an existing Permit to Work (e.g., Permit Approver, Area Controller, Work Team Leader) becomes unavailable (through crew change, reassignment to other job duties, illness, etc.) then the Permit to Work is considered invalid until a replacement signature can be obtained. Personnel new to the job site must be briefed on the JSA and applicable permits prior to sign-off. The replacement signature assumes all responsibilities of the previous signature.

5.9.2 Interruption of Work

A Permit to Work shall be suspended:

- If there is a general alarm/emergency
- For operational reasons as necessary
- If an "essential" signatory departs the field unless a delegated/designated person is assigned

When an emergency alarm sounds, work in the affected area must stop and everyone must follow the required emergency action for the area. The Permit to Work shall not be reactivated until the Permit Approver and/or Area Controller has verified that it is safe for work to resume and the permit conditions have been revalidated.

In the event of work stoppage due to an emergency drill, authorized work may resume upon official notification by the *Permit Approver* that the drill has ended.

If the job site is left unattended for more than 30 minutes, the permit conditions must be revalidated before work can be restarted. Revalidation requires the Permit Approver or designee to verify that conditions and requirements on the permit to work and any specialized work permits remain in effect. The work may be resumed only after the Permit Approver or designee has given approval to restart the permitted work and provided any required signatures.

If a Stop Work Authority is initiated, follow the JO procedure for resolution.

5.9.3 Change in Work Conditions

The Permit to Work is valid only as long as the specified permit conditions are maintained. Continuity of the safe condition of the job shall remain uninterrupted. This applies to any other permits that accompany the Permit to Work.

Work crews should remain vigilant of changing conditions, be prepared to stop work, and report changed conditions as soon as possible to the Work Team Leader and the

Permit Approver, as applicable. The JSA shall be revisited if steps, hazards or site conditions change.

If personnel believe a work plan change is necessary, they first notify their Work Team Leader, supervisor or other person in charge of work who next notifies the Permit Approver. If changes are necessary, the existing permit shall be revised or cancelled and a new permit is issued.

If changes are sufficiently significant that they cause conditions to be outside the scope anticipated in the original JSA, the work must be stopped and the permit cancelled. A new permit must be developed by re-initiating the Managing Safe Work (MSW) process.

A change in scope may require a management of change. If so, the work shall be stopped, and the JO Management of Change process shall be followed before proceeding.

5.10 Work Complete

The Work Team Leader shall sign the permit and inform the Area Controller and Permit Approver when work is complete, control devices specific to the permit are removed, and proper housekeeping has been verified. The Work Team Leader should communicate any Stop Work conditions or errors in documentation (e.g., procedures, application of permitting process) to the Permit Approver.

When applicable, the Site Checker or other person in control of operational activities on the permit shall communicate to the Permit Approver that the plant or equipment has been returned to the control of operations.

The Permit Approver shall verify that work is complete and sign the Permit to Work and specialized work permit as appropriate to close out the permit.

The preferred method for close-out is written (signatures): however if a verbal sign-off is necessary because of specific operational limitation(s) of an area/location, it needs to be clearly identified on the permit along with any restrictions. The verbal sign-off process shall have a level of oversight equivalent to written authorization.

5.11 Update / Feedback

The Permit Approver or designee is responsible for communicating potential hazard situations encountered during work (i.e., isolation incomplete, procedure confusing/incorrect, access was inadequate) to the responsible facility management or HES team as appropriate.

In addition to the post-job communication between the Work Team Leader and Permit Approver, JO may choose to conduct a post-job review, at their discretion, depending on the risk and scale of the work. The post-job review may be informal for small jobs or more formal for large projects.

Any documentation (e.g. procedures, tools, training materials, JSA) gaps identified are communicated to the facility responsible person(s)/department for update. Deficiencies identified in personnel competency or SWPs are communicated to facility management or the HES team as appropriate.

5.12 Close and File

When complete, Permit to Work documentation shall be closed and filed as described in section 6.0 Records.

5.13 Auditing and Review

JO shall have a process to ensure that adequate sampling of active permits is conducted to identify and understand gaps in the Permit to Work standard. In addition to checks carried out during work, permit to work monitoring checks should be undertaken to validate compliance with detailed work instructions and control measures. This can be integrated as part of the JO Behavior-Based Safety (BBS) process, as part of JO or facility review process or handled separately.

6.0 Records

6.1 Required Records

Permit to Work documentation includes the Permit to Work, specialized work certificates, work plan, JSA and other records identified by the JO/facility.

6.2 Retention Requirements

Permit to Work documentation shall be retained as required by local regulation, JO policy or for a minimum of six months, whichever is greater.

7.0 References

Table 1. Document List

Title	File Name
Joint Operations – Hazard Analysis Procedure	JO_MSW_HazardAnalysisProcedure.doc
JO – Training Requirements Tool	JO_MSW_TrainingRequirementsTool.doc

8.0 Other Guidance Documents

Table 2. Document List

Title	Detail
JO – Bypassing Critical Protections Standard	JO_MSW_BypassingCriticalProtectionsStandard.doc
JO – Confined Space Entry Standard	JO_MSW_ConfinedSpaceEntryStandard.doc
JO – Excavation Standard	JO_MSW_ExcavationStandard.doc
JO – Hot Work Standard	JO_MSW_HotWorkStandard.doc
JO – Isolation of Hazardous Energy Standard	JO_MSW_IsolationofHazardousEnergyStandard.doc
JO – Lifting and Rigging Standard	JO_MSW_LiftingandRiggingStandard.doc
JO – Simultaneous Operations Standard	JO_MSW_SimultaneousOperations.doc
JO – Work At Height Standard	JO_MSW_WorkatHeightStandard.doc

9.0 Document Control

Table 1: Document Control Information

Description	GU Common	SBU-Specific
Approval Date	27 February 2008	17 December 2008
Next Revision Due	27 February 2011	17 December 2011
Control Number		

Table 2: Document History

Version Number	Date	Notes
1.0	17 February 2008	GU Adoption
1.1	8 December 2008	OE Mentor bookmarks
1.1.1	17 December 2008	SAC Adoption of MSW
1.1.1.A	26 March 2009	JO Version Created
1.1.1.B	21 January 2010	Update call numbers on permit

Version Number	Date	Notes
1.1.1.C	20 July 2010	Added Permit Review Checklist
1.2	01 June 2012	Updated to include Corporate Required MSW Process Requirement

Appendix A: Guideline for the Permit to Work Form

Items included in a Permit to Work form are listed below:

- Unique permit reference number
- Location of the work site
- Identification of the equipment to be worked on
- Description of the work to be done
- Date and duration of permit
- Details of hazards identified and control measures to be used to mitigate the hazards. Reference and attach hazard analysis, qualified SOP and JSA.
- Description of required personal protective equipment (PPE).
- Information on current permits and supporting specialized permits (or certificates) that impact the work are cross-referenced and attached.
- Authorization releasing equipment to be worked on and/or confirming safety controls in place
- Authorization confirming control measures in place and confirming issue/approval of the permit
- Date and time of permit.
- Acceptance signatures of Work Team Leader and Permit Users confirming understanding of work to be done, hazards involved and precautions required. These signatures also confirm that permit information has been explained to all workers involved.
- Signature of Approver to start work
- Address the suspension, extension and hand-over procedures and includes the signatures of the new Work Team Leader, Permit Approver, etc., confirming that the plant remains safe to be worked on, site checks have been repeated and all are fully aware of the work scope, hazards and precautions.
- Signature of the Work Team Leader confirming the work is complete and control devices specific to the permit are removed
- Signature of Approver confirming work is complete and the permit can be closed out
- Date and time of the permit completion
- Description of any Stop Work Authority or safety issues that occurred during the scope of the permitted work
- Documentation updates required (e.g., SOP, JSA, training)

Appendix B: JO Permit to Work Form

JOINT OPERATIONS

General Work Permit **Printed Sl. No. ……**

Section 1-7&11 to be completed by Work Team Leader or designate and section 8-10 to be filled by Approver or designate.

1. Work Location

……
Area/ Unit / Equipment Etc.

2.Date issued
……..

3. Permission granted to (Division/ Contractor)

……
Name of the division/ section/ contractor

4. Scope of work

5. Equipment to be used

6. . JSA Attached ☐

7. Pre job safety meeting conducted and attendance sheet attached. ☐

8. SITE PREPARATION

(Tick which ever is applicable)	**Yes**	**NA**
Equipment Isolation	☐	☐
Depressurize, drain, purge equipment	☐	☐
Lock out/ Tag out	☐	☐
Electrical disconnect	☐	☐
Blinds and tags	☐	☐
Area barricades/ road closure	☐	☐
Communication	☐	☐
Scaffolding (Checklist to be attached)	☐	☐
Critical lift plan (To be attached)	☐	☐
Others		

9. Safety & protective equipment required (In addition to hard hat, safety shoes and H2S Monitor which are mandatory.)

10. Special safety measures required :

11. Certificates attached (Check if any of the following certificates required) a. Hot work ☐ b. Confined Space Entry☐ c. Excavation ☐ d. Isolation (LO/TO) ☐ e. Radiation ☐ f. Sanction to Test ☐ g. Electrical ☐

12. Permit Approval

Date	**Time**		**Name /Signature / Contact No.**			
	From	**To**	**Permit User** (Permit conditions understood and agreed)	**Work Team Leader** (Permit conditions understood and agreed)	**Area Controller** (Work may start safely)	**Permit Approver** (Control measures have been made & precautions taken)

14. WORK COMPLETED ☐ WILL CONTINUE ON ……	**Name**	**Signature**	**Date /Time**
Permit User (Site handed over in safe condition, Housekeeping done)			
Work Team Leader (Site handed over in safe condition, Housekeeping done)			
Area Controller (Agreed to above and site checked and found OK)			
Permit Approver (Agreed to above and site checked and found OK)			

1 – Copy – Work Site 2- Copy – Approver 3- Copy – EHS

13. Permit Extension (Declaration : Inspected the area, found permit conditions are not changed and job can be carried out safely.**)**

Date	Time		Name /Signature / Contact No.				
	From	To	Permit User (Permit conditions understood and agreed)	Work Team Leader (Permit conditions understood and agreed)	Area Controller (Work may start safely)	Permit Approver (Control measures have been made & precautions taken)	Required certificates
							a☐ b☐ c☐ d☐ e☐ f☐
							a☐ b☐ c☐ d☐ e☐ f☐
							a☐ b☐ c☐ d☐ e☐ f☐
							a☐ b☐ c☐ d☐ e☐ f☐
							a☐ b☐ c☐ d☐ e☐ f☐
							a☐ b☐ c☐ d☐ e☐ f☐

15. Permit Suspension	16. Permit Reactivation
Permit suspended by: _____ **Name & Signature** **Date & Time :** _____ **Notified to Approver** ☐ **Reason for suspension :**	**Permit Reactivated – Work may start safely , Date & Time :** _____ **Area Controller :** _____ **Name & Signature** **Permit Approver :** _____ **Name & Signature** **Permit User :** _____ **Name & Signature**

GENERAL CONDITIONS OF PERMIT

1. Display the permit at work site with associated certificate.
2. Separate permits are required for different Maintenance crafts & jobs.
3. Approver is responsible for safe handing over of equipment to User.
4. Area Controller must check site and sign the permit before start of the work.
5. User must not start work before getting permit or on an incomplete work permit.
6. User must provide adequate supervision and must be always present during critical work.
7. User must ensure providing all recommended protective before starting work and compliance to all permit conditions. He must ensure his people are wearing appropriate PPE.
8. Suspend all work in case of plant emergency or accident.
9. Area Controller shall monitor permit conditions and site conditions frequently.
10. Store the closed permit copy for at least for two months.

HOW TO FILL THE PERMIT ?

Section 1 (Location of Work): Describe the exact area, facility or well name, process area/unit, equipment or component.

Section 2(Validity of permit) : Specify the valid dates and time period during which the job is going to take place. The general permit can be issued for one work day. It can be renewed for 6 subsequent consecutive days after re- gas test and re- inspection of work site by Approver/ User/ Area Controller on daily basis.

Section3 (Permission granted to) : Mention the exact division and contractor who are going to carry out the job.

Section4 (Scope of work) : Fully describe the exact scope of work. Attach sketch if necessary.

Section 5 (Equipment to be used) : Mention the exact equipment to be used for carrying out the job like Vacuum Tanker, Boom Truck, Welding Generator, Crane, Jack Hammer etc.

Section 6 (JSA /JHA Attached) : JSA must be carried out for each job. It is to be customized to site condition and discussed prior to beginning of job. All the recommendations of JSA must be followed.

Section 7 (Pre job safety meeting conducted) : All the workers must be briefed about the precautions to be taken.

Section 8 (Site Preparation) : Approver/ Area Controller and Work Team Leader/ User will jointly decide if items mentioned in the section are required.

Section 9 (Safety & Protective Equipment required) : Mention any special personal protective equipment (PPE) or safety equipment required, in addition to mandatory PPE such as hard hat, safety shoes and H2S monitor.

Section 10 (Special safety measures required) : Approver has to mention about the additional safety measures to be taken to carry out the job safely.

Section 11 (Certificate required) Check any certificate is/are required for the job. Attach the filled certificate.

Section12 & 13 (Permit Approval) Initially permit will be issued for one shift, may be extended for six more shifts after re- gas test and re-inspection of work site. All the permit role players should sign the permit with their names and contact numbers.

Section 14 (Work completed/Will continue on) :Each permit must be closed at the end of job the site. Ensure that housekeeping of the site is done and site is safe for normal operations. Enter the date and time closed and sign.

Section 15 (Permit suspension) : permit to be suspended if permit conditions are not maintained or becomes ineffective or if there is any emergency in the plant.

Section 16 (Permit reactivation) : Permit Approver may reactivate the permit after determining the work may proceed safely.

Roles & Responsibility

1. **Approver:** Approver signature confirms that the control measures have been made and precautions taken, except where these can only be taken during the work.
2. **Area Controller:** His signatures confirms that he has inspected the work site, verified that all precautions and conditions are in place. Work may start safely.
3. **Work Team Leader:** His signature confirms that he has understood the work to be done, hazards involved, precautions required and also permit information has been explained to all workers involved.
4. **User:** His signature confirms that he has understood the work to be done, hazards involved, precautions required and also permit information has been explained to all workers involved.

Appendix C: JO Permit to Work Monitoring Checklist

This checklist is intended to be used for the day-to-day monitoring of permit and certificates in use.

Date:	**Time:**	
Job Description:	**Permit No.:**	
Reviewer:	**Position:**	**Installation:**
Specialized Certificates:		

If any unsafe conditions are found, the work shall be stopped and the Permit Approver shall be notified immediately.

	Yes	No	N/A
1. Are hazard analysis (e.g., JSA or SOP) available for review?	❑	❑	❑
2. Did workers discuss the hazard analysis prior to starting work?	❑	❑	❑
3. Are control measures (including isolations) listed on the Permit to Work?	❑	❑	❑
4. Is there a clear description of the work to be performed?	❑	❑	❑
5. Is the time limit of the permit clear?	❑	❑	❑
6. Are specialized certificates completed properly?	❑	❑	❑
7. Are other area or system activities cross-referenced correctly?	❑	❑	❑
8. Are copies of permits, certificates and attachments legible?	❑	❑	❑
9. Are site instructions or procedures attached to the Permit to Work?	❑	❑	❑
10. Does the permit contain signatures authorizing and accepting the work?	❑	❑	❑
11. Are signatures and initials traceable and legible?	❑	❑	❑
12. Are copies of permits and certificates posted at correct locations?	❑	❑	❑
13. Are attachments, drawings, etc., held at the correct locations?	❑	❑	❑
14. Were users briefed on the Permit to Work and have they signed the permit?	❑	❑	❑
15. Do people know what to do in the event of emergency?	❑	❑	❑
16. Were control measures (including isolations) properly applied?	❑	❑	❑
17. Are the right people aware of isolated equipment?	❑	❑	❑
	Yes	No	N/A

18. Is the Area Controller aware of the work?	❑	❑	❑
19. Is the work being carried out as written in the permit?	❑	❑	❑
20. Is personal protective equipment appropriate for the task and being used?	❑	❑	❑
21. Are the tools and equipment suitable and in good condition?	❑	❑	❑
22. Is housekeeping satisfactory?	❑	❑	❑
23. Are workers aware of Stop Work Authority?	❑	❑	❑

Comments:	
Plus- Delta-	
Reviewer:	**Signature:**
Company/Division:	**Signature:**