**6-B. Work Permit Procedures**

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**6-B. Work Permit Procedures**

**1.0. Introduction**

Safe Work Permit Procedure is not simply permission to carry out a potentially hazardous task. It is an essential part of a system that determines how that task can be carried out safely, but should not be regarded as an easy way of avoiding the need to eliminate hazards or reduce risk. The issue of a Permit does not, by itself, make a task safe.

Every employee, company and Contractor, involved in working in the various projects or customer properties, have responsibilities under the Safe Work Permit Procedures. It is vitally important that each individual knows what their own responsibilities and duties are and carries them out properly.

The Customer Authorized Representative or designated *(Enter Company Name Here)* representative (Authorized Permit Issuer) shall prepare a General Work Permit which gives special instructions, precautions, and procedures to be followed when preparing for a job, during a job and after a job. A General Work Permit is not a hot work (fire) permit or safe entry permit. If hot work or entry into tanks, vessels or other enclosed or confined spaces is necessary, then these additional permits are also required. Confined space rescue operations require special permits as will. (See rescue permit book.)

A time limit shall be established on the General Work Permit by the parties concerned. The nature of the work, probable duration, possible hazards and feasible means of maintaining effective controls must be considered first. If the time limits established on the original General Work Permit must be exceeded, extension of the permit may be approved by the Authorized Permit Issuer (API).

**2.0. Purpose**

2.1. The purposes of the Safe Work Permit Procedures are to:

2.1.1. Identify and eliminate or control hazards.

2.1.2. Make clear to people carrying out the work the identification, nature and scope of the job, the hazards involved, and any limitations and the time frame the job may be carried out.

2.1.3. Specify the precautions to be taken, including safe isolation from potential risks such as hazardous substances and electricity.

2.1.4. Ensure that the person in direct charge of a work area is aware of all of the work being done there.

2.1.5. Provide not only a system of continuous control but also a record showing that the natures of the work and the precautions have been checked by an appropriate person or persons.

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2.1.6. Provide for the communication of permitted work activities that may affect or be affected by others (Simultaneous Operations).

2.1.7. Provide a formal procedure to ensure that the process and equipment affected by the permitted task is in a safe condition and ready to be returned to service.

**3.0. Responsibilities**

All employees in the general area of a permitted activity or any work activity must recognize the hazards, understand the permitting requirements and communicate any unsafe conditions that may have not been properly addressed. It is every employee's (Company or Contractor) duty to stop the work when they feel it is not safe.

3.1. Supervisor Responsibilities:

The process begins and ends with the supervisor, who retains the ultimate responsibility for a safe and healthful workplace. However, the Supervisor may, and normally does, delegate the role of Authorized Permit Issuer (API) and Person Leading Work Crew (PLW) to others.

3.2. API Responsibilities:

3.2.1. Represents *(Enter Company Name Here)*

3.2.2. Specifies permit conditions.

3.2.3. Must be trained and qualified as an API.

3.2.4. Must be knowledgeable in the processes and equipment located in the permitted area.

3.2.5. Meet with the PLW at the work location and plan out the necessary  
preparation work (Preparation Stage "A").

3.2.6. Assist in the Tailgate Safety Meeting.

3.2.7. Monitor site as the work progresses to ensure that the test equipment is functioning properly, the test results agree with company equipment, the work is progressing as originally directed, and no unsafe conditions exist.

3.2.8. Verifies that the job is completed and the equipment is ready to be returned to service.

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3.3. (PLW) Responsibilities:

3.3.1. Represents the group doing the work.

3.3.2. Is always the person giving direct work supervision to the work crew?

3.3.3. Ensures the work crew is trained and qualified to do the work (i.e., verifies the crew is familiar with the intent of the permitting process and understands the mechanics of the permit being used.)

3.3.4. Remains at the work site with the work crew for the full duration of the work.

3.3.5. Meets with the API at the job location and assists with the planning of the preparation work to ensure that the job is done safely.

3.3.6. Conducts the pre-job tailgate safety meeting.

3.3.7. Ensures that the air monitoring is performed as agreed on the permit.

3.3.8. Shuts down the work if permit conditions are not maintained and  
consults with API where corrective action is required.

3.3.9. Verify with the API that the work is completed and the equipment is  
ready to return to service.

**4.0. Training Requirements**

To ensure people are qualified to perform their roles and responsibilities, the API and PLW must be qualified and obtain documented training (e.g., passport/passport plus cards and/or individual company training records) in the following procedures:

• Hot Work

• Confined Space

• Blinding

• Equipment Isolation

• Hazard Communication

• Emergency Actions

• Overhead Power line Safety

• The employee or Contractor must be qualified to initiate and complete JSA/JSC and Permit.

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**5.0. Permitting Procedures**

The permitting state is separated into three stages (Work Site Preparation, Work in Progress, and Return to Service) to ensure that permitted activity is performed safely.

The following items need to be considered when assessing the potential hazards associated with the work activity:

• Atmospheric Testing

• Vapor Freeing (with air or inert gas)

• Temperature (high or low)

• Acids and Caustics

• Toxins (H2S etc.)

• Overhead or Underground Hazards

• Scaffolding (Safety in Design Standards)

• Excavation/Trenching/Shoring

• Chemicals

5.1. Permitting Stages

Stage "A" Work Site Preparation is the preplanning stage used to identify potential hazards which may be encountered, eliminate or control the hazards, and establish the work procedures which are to be followed. The items listed below need to be evaluated:

• Hazard Identification

• Hazard Elimination or Control

• Safe Levels

• Test Equipment

• Testing Procedures

• Isolating Equipment

• Pre-Job Tailgate

• Simultaneous Operations

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Stage "B" Work in Progress is when the identified job task is accomplished. The work in progress stage cannot start until the API has confirmed that all the preplanning has been completed by initialing all the previously checked boxes. The API and PLW both sign the permit/s which authorizes the work to start. The Work in Progress can continue as long as the conditions listed below are in effect:

• PLW must remain at worksite, supervise work crew, monitor the work to ensure safety, and perform the necessary testing.

• PLW must stop work if conditions become unsafe.

• PLW must contact the API when corrective action is necessary.

• API shall perform periodic testing and monitoring of the worksite to ensure that the work is going safely and that the scope of the work has not changed.

Note: The API and PLW need to agree on how often the API should return to the worksite as dictated by the potential hazards and the length of the job.

Stage "C" Return to Service occurs after the job is completed. The API and PLW shall ensure that the work is completed and the equipment is ready to be placed back in a service ready condition. All permits and Isolation checklists as applicable are accumulated and signed off by the API and PLW and returned to the API's Supervisor for review. Any recommendations or problems identified during the permitted work should be noted in the "remarks" section at the bottom of the permit/s. All personnel, tools and equipment should be accounted for prior to returning the equipment to service.

5.2. Gas Testing Procedures

When testing is performed, the following needs to be determined:

• Initial testing conducted as per the Permit instructions?

• Where will testing be performed?

• Will personal protective equipment be required for initial testing? (e.g.,  
 opening equipment containing high concentrations of H2S).

• What is the frequency of testing?

• Who will be responsible for testing?

• Is an air test log required?

5.3. Safe Atmospheric Levels

Oxygen 19.5%-23.5%  
Combustibles <10% LEL  
Hydrogen Sulfide <10 ppm  
Benzene 0 ppm  
Carbon Monoxide < 25 ppm

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5.4. Equipment Isolation

Refer to the Energy Isolation Procedures and Blinding Isolation Procedures in this manual. Some Permitting Safe Work activities require equipment isolation, lockout, tagout, or blinding. The procedures for implementing these administrative controls are well established and shall be followed. Note: The intent of equipment isolation is to bring the equipment being worked on or around to a zero energy state.

5.5. Pre-Job Tailgate

The API is to assist in the meeting and is responsible to ensure that it occurs. The PLW is responsible for leading the meeting. Work crewmembers must fully understand all the job requirements, procedures, and safety conditions. The following safety topics need to be discussed, as they apply to the job:

• Job scope

• Potential hazards and safeguards

• Personal protective equipment needed

• Testing required (atmosphere, temperature, acid/caustic)

• Work crew knowledgeable, experienced, and trained to safely fulfill all job  
responsibilities and tasks

• Equipment isolation

• Simultaneous operations taking place

• Emergency Response Plan

**6.0. Simultaneous Operations**

Personnel, not a part of the permitted job, should receive the necessary communication to ensure that they do not do anything to increase the risk to the work crew. It is also just as important for other personnel working in or near the permitted job to know the potential hazards that may affect their job task and safety. This communication is the responsibility of the API.

**7.0. *(Enter Company Name Here)* Safe Work Permit**

The *(Enter Company Name Here)* Safe Work Permit is the foundation of the Permitting Safe Work Procedure. This system is a combination of permits for General Work, Confined Space Entry, Confined Space Rescue, and Hot Work. The API initiates and checks off the appropriate box for the type of permit to be issued. The *(Enter Company Name Here)* Safe Work Permit combines the following permits:

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* + 1. General Work Permit.  
        7.0.1.a- JSA/JAC  
        7.0.1.b- Safety Meeting

7.0.2. Confined Space Entry Permit.

* + 1. Hot Work Permit.
    2. Confined Space Rescue Permit

7.1. General Work

The General Work Permit is used to control work involving potential hazards such as, but not limited to the following:

• Hot work

• Preparation for entry into a confined space

• Preparation for entry into a confined space Rescue Operation.

• Working on H2S gas system

• Excavations deeper than 5 feet

• Vehicle entry into hazardous areas.

• Working on natural gas handling system

• Crane work under/near power lines or electrical transmission equipment

• Work on equipment with identified chemical handling facilities.

• Any potentially hazardous work occurring at various job sites or various high-  
risk field locations.

A General Work Permit is intended to alert personnel to hazards potentially

encounter in high risk job tasks. It is not required for routine lubrication,

adjustments, and calibration, unless required by customer field rules.

7.2. Confined Space Entry - Refer to Confined Space Entry Procedure

A Confined Space Entry Permit is required whenever anyone enters a confined space for any reason. Entry is considered to occur whenever any part of the body breaks into the plane of the opening. The Confined Space Entry Permit conditions include the requirement for an Air Test Log, and the Confined Space Entry Emergency Action Plan, which is a part of the permit. The General Work Permit check is also required.

Note: The CSE Permit must be used when reclassifying to a non-permit required confined space status.

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7.3. Hot Work

The Hot Work Permit is used to control job tasks that require the use of "sources of ignition" within operating or classified areas (with exception of vehicle entry), by Company or contract personnel and is completed at work locations and is posted at the jobsite.

The General Work Permit section must be completed in conjunction with the Hot Work Permit. The General Work Permit details precautions that are still necessary, while the Hot Work Permit focuses on the conditions that must be met in order to use ignition sources in a classified area.

Cutting, welding, or other sources of ignition is allowed only in areas that are, or have been made fire-safe.

7.3.1. A fire-safe area is:

• Made of non-combustible or fire-resistive construction.

• Free of all movable combustible and flammable contents.

• Segregated from adjacent areas

7.3.2. Eliminate all unnecessary hot work where possible:

• Have the work moved to a location free of flammable/combustible materials.

• Schedule so that field operations are not active during hot work.

• If the above cannot be done, see below for establishing a fire safe area.

7.3.3. Establishing a fire-safe area for hot-work:

A classified area is defined as the area within 50 feet of flammable/combustible sources. Identify flammable/combustible sources within a 50-foot radius of the work. (50 feet - horizontally and vertically). Be aware of drains, cracks, ducts, openings, flanges, valves, and pumps. Also identify and be aware of hazardous areas adjacent to this zone. Clear the area of all movable flammable/combustible materials.

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7.3.4. Protect remaining flammable/combustible items in area.

• When relocation of item is impractical or impossible, then the following procedures shall be implemented.

• Protect with flameproof covers or shield with suitable guards or curtains.

• Keep wet or covered with damp sand or otherwise shielded.

**A fire watch is required for all hot work permit conditions.** Fire Watch responsibilities include: having fire-extinguishing equipment readily available and be trained in its use, be familiar with operation and use of a gas detector, be familiar with facilities and methods for sounding an alarm, watch for fires, remain at least 1/2 hour after completion of work to detect and extinguish smoldering fires.

**8.0. Emergency Response Plan**

An Emergency Response Plan (ERP) is required with all permitted jobs. The PLW and work crew must complete an "Emergency Response Plan" with roles and responsibilities outlined for each member of the work crew. Having the ERP in place outlined and discussed with all members of the work crew prior to start of work will assist in reacting to an emergency situation.

The steps for completing the ERP are:

• Identify and list the types of hazards to plan for.

• What medical emergency to prepare for.

• How will emergency communications for work crew be accomplished.

• Emergency notification (who and how).

• Planned rescue method as designated by job.

• Rescue equipment on site as defined by job.

• Plan emergency escape routes as defined by job and location.

• Plan in place to account for all crew members.

• Planned rescue procedures in place with assigned responsibilities.

Note: The API is responsible for communicating to the PLW any existing emergency communications or emergency response plan in place at the job location.

**END OF SAMPLE**

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