**FQM LIMITED**

**Control of Visitors/Contractors and Permit to Work Procedure**

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| **Revision History** |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

To set out activities and responsibilities that are required in the control of Visitors and Contractors working at, or visiting [COMPANY NAME] sites, to ensure the health, safety and welfare of both are given a high priority while on site.

The fundamental principle is that certain defined operations within [COMPANY NAME] are prohibited until being specifically “permitted” by a responsible person within the company. This permission being granted only once stringent checks have been made to ensure that all safety hazards are considered and that necessary safety precautions have been taken and that it is safe for work to go ahead.

The Permit to Work is a documented procedure that authorises third-party contractors to carry out specific work within a specified time frame. It sets out the precautions and control measures required to complete the work safely, based on the principles of risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a “method statement”.

The Permit to Work requires declarations from the people authorising the work (Permit Issuer) and also carrying out the work (Responsible Person). Finally, before equipment or machinery is put back into service, it will require a declaration from the Permit Issuer that normal use can recommence.

1. **Scope**

This procedure applies to all visitors and contractors operations undertaken by Third-Party Contractors on site.

1. **Relevant Documentation**

xxx-13-01 Permit to Work

xxx-13-02 Permit to Work Register

xxx-13-03 HSE Induction (Visitors) Presentation

1. **Definition**

n/a

1. **Responsibilities**

The responsibility for the proper execution of this procedure is with Production Management, assisted by the QHSE Manager. The overall responsibility to ensure company-wide compliance with the procedure is with the QHSE Manager.

The two main roles involved in the Permit to Work process are the Permit Issuer and the Responsible Person.

* 1. **Permit Issuer**

The roles and responsibilities of this role are as follows:-

* + - To review any Risk-Assessments and Method Statements and complete the Permit to Work Form in conjunction with the Responsible Person, discussing all aspects that will be involved in the work
		- To ensure that the agreed safety control measures, isolations and precautions required in the Permit have been implemented and that it is safe for work to commence
		- To sign and issue the Permit to the Responsible Person
		- To periodically ensure that, during the duration of the Permit, the Responsible Person and/or any additional persons performing the work are abiding by the Permit requirements. This is achieved by sampling and/or audit
		- To maintain and display a copy of the Permit in a readily available location
		- To communicate the existence of any Permits to the remainder of the work-force who may be affected e.g., by restricted access, barriers
		- To complete the Permit upon satisfactory communication of the task being finished by the Responsible Person and remove any isolations, etc
		- Communicate the completion of the Permit to the workforce and restore normal access and allow general work to resume in the area affected by the Permit
	1. **Responsible Person**

This is the Person in charge of carrying out the work. In cases where several people may be involved in this task the group must appoint someone to be the sole Responsible Person. The roles and responsibilities of this role are as follows:-

* + - To provide or assist in the provision of any Risk Assessments and/or Method Statements to the Permit Issuer to allow them to be reviewed in a timely manner
		- To review and agree the Permit to Work form with the Permit Issuer and ensure that any safety control measures are in place and that they understand the requirements of the Permit
		- To ensure the requirements and safety control measures are understood and adequately communicated to all other person(s) that are involved in the work and listed on the Permit
		- To sign and accept the Permit from the Permit Issuer
		- To ensure that, during the duration of the Permit, they and/or any additional persons listed on the Permit and who are performing the work abide by the Permit requirements
		- To ensure that certain Permit conditions, such as restricted access and barriers are enforced and that any breaches of this are reported back to the Permit Issuer for further action
		- To notify the Permit Issuer of any possible changes to the work scope or personnel that could necessitate a further review of the Permit to ensure the safety control measures continue to be effective and are properly communicated
		- To maintain and display a copy of the Permit at the work location
		- To ensure that, upon completion of the work scope, the area is tidied and returned to its original condition. Any generated wastes are removed and disposed of correctly
		- To inform the Permit Issuer that the task is complete and that the area can be returned to normal use

Other person(s) that are listed on the Permit to Work and are assisting the Responsible Person in completing the task must read, understand and comply with the requirements on any given Permit to Work.

Should employees experience any problems or any safety/environmental concerns with the operation of the Permit to Work scheme, or have any specific concerns over any Permit aspects, they should communicate this in the first instance to the Responsible Person, Permit Issuer or any other Line Manager so that the company can investigate, review and rectify the situation

1. **Procedures – Visitor and Contractor Induction**

All visitors and contractors must report to reception where they will be asked to sign in the visitors’ book. If this is the Visitor/Contractors first visit to [COMPANY NAME], they will receive an HSE Induction, their point of contact will follow this up with induction into any task specific requirements.

The HSE Induction will cover the Action in the Event of a Fire/Emergency, PPE requirements; No Smoking, Welfare, etc.

PPE will be advised and provided where required when entering a hazardous area; as a minimum high-viz vest, glasses and safety boots are required within the workshop. Fabrication workshop additionally requires mandatory hearing protection.

When leaving the premises visitors will be required to sign out in the visitor’s book and any PPE returned as appropriate.

1. **Procedures – Permit**

A Permit to Work must be completed whereby a Contractor and/or Visitor requires to attend [COMPANY NAME] premises to perform facility maintenance, servicing or specialised equipment repairs or to take part in ongoing operations under the supervision of [COMPANY NAME].

Third-Party Contractors who attend [COMPANY NAME] premises to conduct work are considered amongst the highest risk due to the fact they are unfamiliar with [COMPANY NAME] processes and may inadvertently present unforeseen or additional hazards to the [COMPANY NAME] facility/personnel. Similarly our facilities and personnel may present unforeseen or additional hazards to Third-Party Contractors who are on-site.

To manage these risks, strict adherence to the Permit to Work system is required as any Contractor operating on [COMPANY NAME] sites are effectively operating under [COMPANY NAME] responsibility.

* 1. **Method Statement and Risk Assessments**

Third-Party Contractors must provide [COMPANY NAME] with both a Method Statement and a Risk Assessment which can be reviewed prior to work being approved.

For Third-Party Contractors, where the nature of how they will perform their work (and how they propose to control the hazards) may be unknown, and their knowledge of our site (and the hazards it may pose) is unfamiliar, they require to provide a separate Method Statement and Risk Assessment.

The Method Statement can then be reviewed and incorporated within any task-based Risk Assessment that will form the basis of the Permit to Work.

[COMPANY NAME] shall identify all the tasks to be performed within the premises and adjacent to the planned work taking place where inherent hazards may exist and hence require the use of safety control measures.

The Permit to Work form details a number of prompt questions that should be considered when assessing the task to be performed.

* 1. **Duration of Permit to Work**

Permits may only be issued for a period covering one work-shift, which is 12 hours duration.

If the planned work scope is expected to last longer than one working shift, then it will necessitate a handover of the task to the relevant personnel. The shift handover should detail the current status of the work at the time of the handover as well as and expected time for completion.

In the event of a shift handover, the new Permit Issuer and Responsible Person must review the Permit and satisfy themselves that the safety control measures are sufficient and remain in place to allow work to continue before they take ownership of the task from the previous shift.

The new Permit Issuer and Responsible Person should sign the Permit and detail any changes in personnel who are assisting with the work.

The new Permit Issuer and Responsible Person must complete their responsibilities as listed above. They should not assume that, because the task has already progressed that their responsibilities have been devolved.

If the task is overrunning but the Permit Issuer and Responsible Person remain the same then the duration of the task can be extended to an agreed time to allow the task to be completed.

* 1. **Training**

[COMPANY NAME] shall ensure that employees are given adequate and comprehensive instruction, information and training in the:

* Permit to Work Form
* Assessment of Hazards and Safety/Environmental Control Measures
* Roles and Responsibilities of personnel associated with Permit to Work process

The instruction, information and training shall be conducted through competent personnel, QHSE Manager or an authorised training provider.