**FQM LIMITED**

**XXX-OP-009**

**Permit to Work**

1. **PURPOSE**

This procedure describes the Permit to Work (PTW) process at all [COMPANY NAME] sites. The prime objective of the PTW is to ensure that work, is properly controlled, co-ordinated and communicated.

The purpose of this procedure is to ensure that:

* Work activities are planned, controlled, co-ordinated and communicated.
* Work is risk assessed, hazards identified, and appropriate control measures put in place.
* Personnel carrying out hazardous work do so under authorised instruction with the appropriate controls in place.
* Conflicting activities are identified and appropriately managed.
* There is a means of providing written instructions and authorisation to people carrying out potentially hazardous work.

1. **SCOPE**

The PTW procedure shall be used to control and manage work activities undertaken at all sites operating under the [COMPANY NAME] controls. A work activity is defined as all work carried out on vessels while in any of the [COMPANY NAME] dry docks.

Understanding and following PTW procedures is an integral part of preserving a safe working environment for all of our workforce. If the PTW procedure is not clear or not workable, then stop the job and seek clarification from your Supervisor.

DMS employees must always comply with our Permits to Work system by:

* Never starting a task on board a vessel or in the dry dock without an approved PTW.
* Ensuring the PTW in place for the job they are undertaking has been sufficiently communicated to them, highlighting the possible hazards and the controls that have been put in place and that they fully understand these hazards and controls.
* Participating in a Toolbox Talk before work starts.
* Checking that identified control measures continue to be in place throughout the time the PTW is in place.
* Stopping the job at any time if there are any concerns.

1. **RESPONSIBILITIES**

* **HSE Manager** is responsible for:
  + The implementation of this procedure at all [COMPANY NAME] sites.
  + Ensuring all Foremen have been given sufficient in house or external training for issuing PTW at [COMPANY NAME] sites.
* **Operations Managers** are responsible for:
  + Implementing the requirements of this procedure at their specific sites and ensuring all employees follow this PTW procedure.
  + Overall accountability for the implementation of the PTW at their site.
  + The co-ordination of all work carried out under the PTW system, via daily Planning Meetings.
  + Ensure adequate handovers take place at shift change periods with the oncoming Supervisors.
* **Foremen** are responsible for:
  + The issuing of PTW to the Nominated Responsible Person when the permit has been requested.
  + The co-ordination of all work carried out under the PTW system, via daily Planning Meetings.
  + Ensuring adequate handovers take place at shift change periods with the oncoming Supervisors.
* **Nominated Responsible Persons** are responsible for:
  + The counter signing of the PTW as the Nominated Responsible Person when they have requested the PTW.
  + Carrying out a toolbox talk with all employees involved it the work task before the job starts and recording the name of everyone who has received the toolbox talk on the PTW.
  + Ensuring everyone involved in the work task are aware of and understand the completed Risk Assessment associated with that work task.
  + Highlighting to the HSE Advisor any problem raised with the task specific Risk Assessments.
  + Ensuring any PTW related isolations have been completed before work task commences.
  + Ensuring adequate handovers take place at shift change periods with the oncoming Supervisors.
  + Ensuring that the worksite is kept in a safe and tidy condition, both during and upon completion of the work task.
* **All Employees** are responsible for:
  + Working to and following the requirements of the PTW and associated Risk Assessments.
  + Ensuring that the worksite is kept in a safe and tidy condition, both during and upon completion of the work task.
* **HSE Advisors** are responsible for:
* Checking all PTW have been properly closed out and signed off by the person in Nominated Responsible Person on a daily basis.
* The filing, for reference, of all PTW for a period of at least 6 months from completion of vessel docking.
* Conducting random on the job checks to ensure PTW are in place for on-going work.

1. **DOCUMENTATION**

All work carried out on-board a vessel in the dry dock or any work being carried out in the dry dock itself during a vessel docking requires an authorised PTW and a Risk Assessment as a minimum before the work task can commence. In some cases, for jobs considered out with the normal dry dock and site activities, a task based Method Statement will be required prior to any work commencing.

* 1. **Permit to Work**

The PTW will contain the following information:

* Job Number.
* Vessel name.
* Date.
* Area of work e.g. Engine room, Bridge, Main Deck, etc.
* Name of Nominated Responsible Person.
* Category of work e.g. Hot, Confined space, Mechanical, Electrical, Fabrication, Paining, etc.
* Name of all workers involved in work task.
* Scope of proposed work to be undertaken.

Special consideration should be given to the following subjects highlight on the PTW:

* General precautions
* PPE
* Hot work.
* Gas testing.
* Lifting operations
* Confined space entry.
* Isolations.
* Use of cherry pickers.

Permits should highlight the need for:

* Other personnel to be informed who may be affected by work task.
* Additional Lighting and or ventilation.
* Barrier off of work area and posting of warning signs.
* Need for radio communications.
* PPE requirements.
  1. **Risk Assessment**

Risk Assessments should be based upon a specific task or specific elements within a task or activity. The purpose of the RA is to put in place sensible health and safety measures to assess, control and reduce the risks that arise in those tasks to as low a level as possible.

Risk assessments should be available to all employees involved in the specific work task and should be communicated to them by the nominated responsible person during the work task tool box talk.

For further information see, XXX-OP-001, Hazard Identification and Risk Assessment.

* 1. **Method Statement**

Jobs that are considered out with the normal dry dock and site activities will require a completed task based method statement prior to the work task commencing, jobs that require this will be decided during the planning stage. Meetings will be held with, any or all of the following people in attendance:-

* Operations Manager
* Contracts Manager
* Project Manager
* HSE Manager
* HSE Advisor
* Client Representative
* Vessel Superintendent
* Dales Marine Foremen

Should any of the meeting attendees feel that the systems that are already in place are not sufficient for the task that is to be undertaken then a method statement will be produced. This will be done with the help of all employees involved, setting out a clear procedure with detailed instructions of how the task is to be undertaken, carried out and completed. This method statement will then be communicated to all employees involved in the specific work task by the nominated responsible person during the tool box talk prior to work commencing.

When undertaking larger jobs, it is important to breakdown the activity into a sequence of steps at a level of detail that neither omits part of the activity nor provides so much detail that the analysis loses direction.

The method statement team must judge the appropriate level of detail required for the task, and the completed method statement should include the following areas:-

* Activity - task being done.
* Description - a brief statement of the task being undertaken.
* Key Plant and Tools Required.
* Key Materials Required.
* Other Essential Equipment.
* Sequence of Operations
  + Provides a statement of what must be done
  + Begins with a verb (an action word e.g. install, remove, etc.)
  + Ends with the subject being discussed (e.g. pump, valve, etc.)
  + Does not identify any hazards or safety precautions
* Temporary Supports and Props Needed to Facilitate Work.
* Method of Access and Egress to the Work Area.
* Fall Protection Measures.
* Any Other requirements.

1. **WORK CATEGORISATION**

The following 7 areas of work are categorised on the PTW:-

**Hot Work**

This covers any work that involves the use of naked flame or equipment with the potential to produce sparks or heat to such an extent that there would be a risk of fire.

* Naked flame burning or heating using oxygen/acetylene or oxygen/propane.
* Electrical welding.
* Use of portable grinders.

**Confined Space Work**

This covers work in areas where there could be any or all of the following:-

* Limited access
* A potential of a build-up of gases/fumes
* Poor ventilation and lighting

Work being undertaken in areas that could be considered as confined spaces could be task such as:-

* Removal of pumps or motors by Engineers in a tank or void space.
* Installation of fabricated steelwork or welding in a vessel tank.
* Painting or cleaning of vessel tanks.

**Mechanical Work**

Mechanical work would cover such jobs as:-

* Main engine repairs.
* Thruster, rudder, propeller and tail shaft, removal, repair and refitting.
* Work on pumps, motors, valves and compressors

**Electrical**

All work undertaken that involves the use of on site of contractor electricians.

* Isolation of motors, generators etc. before removal.
* Installation of new equipment.
* Installation of new electrical cabling.

**Fabrication**

Fabrication work being carried out on-board the vessel involving steel workers and welders, this type of work would usually cover:-

* Fabrication of new pipework.
* Fabrication and installation of new steel work, shell plates, frames, handrails etc.
* Fitting of pre-fabricated structures.

**Painting**

This cover all work being carried out by the on-site DMS painters, including:-

* Blasting and cleaning prior to painting.
* Painting of vessel hull
* Painting of hand rails, internal and external steel work.

**Other**

Work that is not covered by the 6 main categories will be identified as other work, this is more likely to be carried out by a specialised sub-contractor but could also include DMS work such as:-

* Removal and refitting of bridge windows.
* Fitting out of cabins.
* Wood work or fitting of deck boards.

1. **PRECAUTIONS**

In some work tasks it may be necessary for special precautions to be taken prior to the commencement of the work task. These will be decided by the nominated responsible person in charge of the work task after discussion with the [COMPANY NAME] operations department who will issue the PTW. The area where extra precautions may be required and those precautions are:

**General**

* All personnel who may be effected by work task must be informed prior to work commencing
* Is there a requirement for additional access, lighting or ventilation
* Does the work area require warning signs and barriers
* Is radio contact required for testing/operating or communication purposes

**PPE**

* Hard hat to be worn
* Coveralls to be worn
* Safety boots to be worn
* Safety glasses/goggles or other full face visor to be worn
* Gloves that are appropriate for the task to be worn
* Safety harness to be worn when working at height
* Other safety equipment that maybe required

**Hot work**

* Is a fire watch required for the work task
* Is there a need for a safety watch during break periods
* Portables fire extinguishers to be at site
* Shielding required to prevent the spread of sparks

**Gas free inspection of confined space**

* Is a gas free inspection required prior to entry and commencement of work task
* Has an inspection been carried out by a competent person
* Name of competent person who carried out the gas free inspection

**Lifting operations**

* Are lifting operations required for the task
* Is there a competent banksman/slinger on site to carry out operations
* Is a lift plan required before the lift operations can commence
* Is there an appointed person on site for lifts classed as out with normal operations

**Tank/confined space entry**

* Has the system to be worked on been isolated
* Is there a need for additional ventilation
* Is there additional lighting to be provided for work area
* Has a standby man been appointed if required
* Has the [COMPANY NAME] rescue team been made aware of the entry into the confined space/tank

**Isolations (mechanical/electrical/hydraulic)**

* Is there a mechanical isolation required and has it been completed by a competent person
* Is there an electrical isolation required and has it been completed by a competent person
* Is there a hydraulic isolation required and has it been completed by a competent person

**MEWP/cherry picker**

* Is there going to be a MEWP/cherry picker used on the work task
* Is there a certified operator in place for using the equipment

1. **PROCEDURE**

A permit to work is required prior to the commencement of any work task in the [COMPANY NAME] dry dock or on-board a vessel while a vessel is in dock. All permits to work will be issued from the [COMPANY NAME] operations Office and will be authorised by one of the following authorising persons:-

* Operations manager
* Assistant manager
* [COMPANY NAME] foreman

The nominated responsible person (NRP) in charge of the work task will contact the [COMPANY NAME] operations office and inform the authorising person of the work that is to be carried out. The NRP could be a [COMPANY NAME] employees, [COMPANY NAME] contractor, vessel crew member or vessel contractor depending on who is carrying out the work task.

Once the [COMPANY NAME] authorising person has been informed of the work task he will then, with the help of the NRP, fill out the PTW. The NRP will provide the authorising person all of the information required and listed in section 4.1 of this procedure.

Once the PTW has been completed the [COMPANY NAME] authorising person will sign the PTW thereby giving authorisation to the NRP that the work task can commence.

The NRP will then sign the PTW to accept his duties and will then be required to insure all RA and MS that are in place are communicated to the work party and that he carries out a tool box talk with the work party prior to the work task commencing.

The PTW comes in in three coloured parts, a white, yellow and pink part:-

* The yellow copy will be kept by the [COMPANY NAME] authorising person for display in the [COMPANY NAME] operations office for reference as to what work is being carried out during the work shift.
* The white copy of the PTW will be issued to the permit station on the vessel by the NRP for the reference of the ships staff as to what work is being carried out during the work shift.
* The pink copy will be kept by the NRP for his reference and for health and safety inspection purpose during the work shift.

The NRP will be subject to random checks to ensure that the PTW and the precautions listed on it are being followed. If the NRP is asked to produce his pink copy of the PTW by the following people then he must do so:-

* DMS Operations Manager
* DMS Assistant manager
* DMS HSE Manager
* DMS HSE Advisor
* DMS Foremen
* Client Representative
* Vessel Superintendent
* Client or Vessel HSE personnel
* Other senior DMS, Client or Vessel Staff

On completion of the work task or the daily shift then the NRP must ensure that:-

* Work has been completed or left in a safe condition until next shift commences
* All tools and equipment have been removed or made safe until the next shift commences
* The vessel has been informed that normal operations can resume or that work will be continuing on the next shift

At the end of the daily shift or on completion of the work task, the NRP must collect the white part of the PTW from the vessel permit station and return it along with the pink part they have been holding during the work task to the [COMPANY NAME] operations office.

They will then inform the [COMPANY NAME] authorising person that they have complete the work task of that they have left the work site in a safe state until the commencement of the next shift. The [COMPANY NAME] authorising person will then return the PTW yellow copy to the NRP who will then sign off all three copies to close out the permit.

Once the NRP has closed off the PTW it is returned to the [COMPANY NAME] authorising person who will accept that the work task has been completed or that the work site has been left in a safe state, and then sign off the PTW on behalf of [COMPANY NAME] thus closing of the PTW for that shift.

The closed PTW will then be placed in the daily file for collecting by the HSE Advisor who will ensure all PTW have been returned and closed off correctly.

1. **PTW PERIOD OF VALIDITY/SHIFT CHANGE**

All PTW will be valid for a period of 12 hours from the time of authorisation by the [COMPANY NAME] operations department. PTW are not transferable over a shift change, e.g. if a PTW has been opened on the morning and the work task is continuing on to a nightshift then the NRP on dayshift must close off his PTW at the end of their shift and the NRP on nightshift must then take out a new PTW for the continuation of the work task. This will work in the reverse for the following dayshift, nightshift closing off the PTW and dayshift opening a new PTW prior to the work continuing.

The NRP must be on site to supervise the work task they are undertaking at all times, should there be the need for the NRP to leave the site then the PTW must be closed off. A new NRP, who will continue to be onsite and supervise the work task, will then be required to open a PTW for the work task to continue. The new PTW will be valid for a period of 12 hours from the time it is authorised by the [COMPANY NAME] operations department.

1. **TRAINING**

All [COMPANY NAME] personnel will receive training on how to correctly fill out the site PTW, this will be carried out by the HSE Manager/HSE Advisor.

The NRP for all contractors, vessel crew etc. will be given a site specific safety induction before commencing any work on site. This induction will highlight the correct procedure for filling out, distribution and closing off of site PTW.

All contractor, vessel crew etc. NRP will be given assistance and instruction by the authorising person in the [COMPANY NAME] operations office on how to complete the PTW.

1. **RECORDS**

All closed and completed PTW will be filed in the QHSE office by the HSE Advisor and kept on file for a period of no less than 6 months for inspection and audit purposes.

1. **REVIEW**

This procedure will be reviewed regularly, at a minimum on a yearly basis, at the annual management meeting. Additional review maybe required due to changes in legislation, operations, technology, personnel etc.