

PERMIT TO WORK PROCEDURE

Only the central authority, at a time, can issue permits to allow personnel working in hazardous area.

Objective

- Only personnel involved in the task and covered by the permit can enter the area.
- All personnel concerned are made aware of the hazards involved and measure to be taken.
- The hazardous area is clearly defined.
- The right of personnel to enter and work in the area is limited to a stated time.
- Adequate and suitable protective clothing and equipment are provided and used.

Scope

All pipeline construction, modification, repairs, testing , commissioning and others gases pipeline contractor's activities.

Procedures

The following describes the process and condition for Permit to Work

<p><u>Uses & Limitation</u></p>	<p>The work permit provides the highest level of written control, authorizes work to be carried out strictly within defined parameters and control of potential hazardous tasks properly issued.</p> <p>A separate work permit must be issued to authorize work on each individual item of equipment (eg. Two separate copies of permits are required for pumps in the same service and area).</p> <p>It is recommended that NO ONE SHOULD APPLY for a permit for work that's not likely to "START SHORTLY" afterwards.</p>
<p><u>Validity & Endorsement of Permits</u></p>	<p>The permit is valid for a maximum of one day (8.00 am – 7.00 pm). However, the permit had to be revalidated if any work extension is requested.</p>
<p><u>Revalidation of Permit</u></p>	<p>Revalidation and endorsement, in any case is equivalent to the issuance of a new permit. A new permit must be issued if any of the following apply:</p> <ul style="list-style-type: none"> • Work has not started within 2 hours after the permit is issued. • Work is suspended for more than 2 hours. • There are changes in the task. • The issuing authorities see a need. <p>During the permit re-endorsement, all valid support documents (eg. Approved written procedures) if still relevant, must also be attached to the new permit.</p> <p><i>⚠ Sounding of the fire siren or site emergency alarm immediately invalidates all permits</i></p>
<p><u>Permit Documentation</u> <i>Section A - Application</i></p> <p><i>Section B – Checklist</i></p>	<p>The application to work is made by the performing authority through the Work Permit Request form. If the intended task forms part of a planned maintenance procedure, the maintenance work number (MW No.) must be entered on the permit. This section must also contain a detailed description of how the task is to be carried out. Prior to the issuance of the permit, a list of work procedure MUST BE APPROVED by the verifying authority. In addition, the procedure must also list all the types of tools and equipment to be used.</p> <p>The exact location, the name/tag number of the equipment and the specific nature of work must be clearly written – as distinctly as possible or provide a sketch to indicate exact location/equipment.</p> <p>This section contains the pre-work checklist which includes provision for task analysis.</p>

<p><i>Section C – Authorization, Endorsement for Extension & Acceptance</i></p> <p><i>Section D – Completion Cancellation/Suspension</i></p>	<p>Prior to endorsement of these permits, the issuing authority must ensure that there are no changes in the site condition which may have an adverse effect on the relevant task.</p> <p>The “Issuing Authority” must ensure the performing authority had a sound understanding and clear picture of the potential hazards, the work scope, timeframe, work location and necessary safety precautions while performing their jobs at the plant. The full understanding of the permit (including its requirements and the constraints imposed), the date and time of acceptance too are utmost important to the performing authority before any kind of work permit being authorized.</p> <p>This section is to be completed jointly by the performing authority and issuing authority. The performing authority must indicate, by selecting 1 of 3 options, in what condition the worksite is being left:</p> <p>Option 1 : The work fully completed.</p>
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	<p>Option 2 : The work has not commenced. Option 3 : The work has commenced but has not been completed.</p> <p>The performing authority must then append a signature, full name and enter the time and date of signing.</p> <p>The second part of the section must be completed by the issuing authority to the effect that the permit is withdrawn/suspended and cancelled. All withdrawn/suspended permits are chopped and reasons indicated on the permit. A new permit should be issued when suspended work is safe to resume.</p>
Permit Status	<p>Work permits are segregated according to “live”, “suspended” and “Completed/Cancelled” status.</p> <p>All issued permits must be retained for record purposes for a minimum period of 1 month. Where an accident has occurred, the relevant permit must be retained for a minimum period of 12 months for investigation purposes.</p>
Scope Of Work Changes	<p>Each work permit is authorized to perform a very specific task. Therefore NO DEVIATION from the original scope of work will be allowed. If the workscope changes, the work permit is no longer valid and the activity MUST STOP IMMEDIATELY. A new work permit must be obtained with the new approved work procedure, discussed and agreed by all parties working on the task and approved by the Terminal Supervisor.</p>
PERMIT ISSUANCE <u>Authorized Personnel</u>	<p>To prepare plant for safety is a serious responsibility, people given authority to issue permits to work need to be chosen carefully and they MUST:</p> <ul style="list-style-type: none"> • Have an intimate knowledge of the plant and the hazards likely to be encountered (Either mechanical, electrical, chemical or etc.) • Have demonstrated a responsible attitude to safety. • Be a person who is prepared to admit ignorance and consult if in doubt. • Be mature and senior enough to resolve the conflicts arising between the pressure to produce and the need for safety. • Be a person who can obtain the performing party’s confidence. • Ideally, be drawn from the operation team or production staff.

	<p>In LW Gastech, PTW can only be issued by a person: VERY FAMILIAR with the equipments. KNOWS POTENTIAL HAZARDS involved in carrying out the work. BEEN TRAINED & AUTHORIZED to issue the permit.</p>
PERMIT ISSUANCE TO CONTRACTORS <u>Permit Requests For Planned Work</u>	<p>Contractor is advised to submit the work permit request form one day prior to the scheduled day of work as not to delay the commencement of work. A copy of this request should be given to the Terminal Supervisor before any kinds of work take place.</p> <p>The purpose for one day ahead submission is to allocate sufficient timeframe for the operation personnel to prepare the equipment and area. For a complicated nature work, prior discussion should be held between the contractor and the permit issuing parties to outline various hazards involved and the precautionary actions to be taken to eliminate them, before any request is made. The contractor should make subsequent arrangement to have the necessary safety and protective equipment on site as soon so that the permit can be issued without delay.</p> <p>The Plant Terminal Supervisor shall counter review and verify thoroughly those contractor preparation (including safety precautions taken and fire fighting measures) before he is satisfied and agree to issue a PTW for the contractor.</p> <p>Work permits for the contractor must be received and signed by the Terminal Supervisor in charge of the plant. He has to ensure the contractor fully understand the scope of work to be done, the necessary precautions when carrying out the work and equipment covered under the work permit.</p> <p>Respectively, the Contract Supervisor must received and signed the permit issued to them to indicate he has a complete understanding and aware of necessary safety</p>
<u>Permit Issuance</u>	

precautions to be taken during the work execution.

The Plant Assistant or Contract Supervisor should report any unsafe conditions arising during the course of their work to the Terminal Supervisor who prepared the permit. **ANY AUTHORISED PERSONNEL ON DETECTING AN UNSAFE CONDITION MUST STOP THE WORK** in order to rectify a proper corrective action immediately and to prevent the happening of any incident. The work can only be resumed when the unsafe condition is corrected and due authorization is given by the Terminal Supervisor.

It is recommended that all permits when issued must be prominently displayed at the location or equipment where the work is carried out.