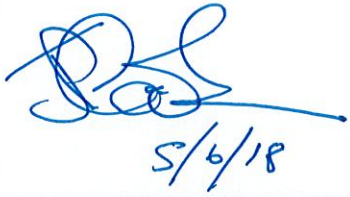


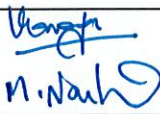
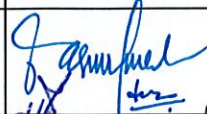

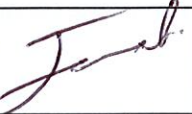

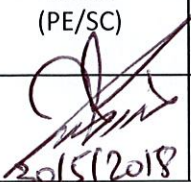





**QAPCO**  
 شركة قطر للبتروديميكاويات  
 QATAR PETROCHEMICAL COMPANY

## HSE INSTRUCTIONS FOR COLD WORK PERMIT (CWP)

Instruction No: - IN-250-HSE-07

Approved By	Name	Jonathan Cook	 5/6/18
	Position	Chief HSE Officer	

Rev#	Date	Prepared by	Reviewed By			
1	22/05/2018	Sr. HSE / Safety officer	HSE Support/ Safety Manager	TGM	MGM (PE/SC)	MGM (Vinyl)
		 M. Nakh	 	 	 30/5/2018	 

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### Revision / Modification History

Rev#	Date	Section	Reason of Revision / Modification
0	18-SEP-2016	All	<p>Procedure PR-251-SF-02 converted as Instruction to meet the BT requirements.</p> <p>Converted as instruction and modified as per new organization structure.</p>
1	22- May-2018	All	<ul style="list-style-type: none"> <li>• Instruction revised to integrate QAPCO PTW system with QVC PTW after merging.</li> <li>• Updated the reference list as relevant.</li> <li>• Updated the definition and abbreviation list as relevant.</li> <li>• Validity of LIGHT Cold Work updated to be up to ONE YEAR.</li> <li>• Add the requirement that all boxes in the permit must be ticked (✓) for YES and (X) for NO.</li> <li>• Updated the permit Requestor list (who authorized to request a permit).</li> <li>• Job Information form to be sent by email.</li> <li>• Updated the Cold Work Permit form F-250-HSSE-01 as needed.</li> <li>• Updated the Periodic atmosphere testing form.</li> <li>• Updated the Light work Job List (examples).</li> <li>• Updated the form for Hazard Analysis sheet for Light work.</li> <li>• Updated the Approved light work Job list form.</li> </ul>

### Distribution

QAPCO Intranet (to all QAPCO staff).

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## 1.0 PURPOSE

Purpose of these instructions are to provide guidelines for the completion and use of the cold work permit in QAPCO premises.

## 2.0 OBJECTIVES

The objective of Cold Work Permit is:

- Ensure that all the routine / non-routine work activities are properly authorized.
- Make the person/s doing the work fully understand/s the hazards and risks involved and the precautions to be taken.
- Ensure that the person responsible for the operation area is fully aware of the work being done or to be done in his area.
- Provide a written record to show that the method of work or job safety analysis (JSA), whenever required, has been done and the precautions needed have been checked by a competent and authorized person.

## 3.0 SCOPE AND RESPONSIBILITIES

This document will cover all cold work activities within the QAPCO Mesaieed facility where the job Lead Executor is from another department/party and enters into a formal agreement with the permit issuer who is the asset owner to perform a job in a safe manner.

Additional certificates/forms may be required to be attached with this permit depending on the nature of work and the state of equipment.

The onus lies on all the line managers to ensure that this procedure is complied with and followed.

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#### 4.0 REFERENCES / DOCUMENTS

Document ID	Document Title
M-250-QSS- 01	HSE-IMS (Integrated Management System) Manual
PR-QSS-114	Permit to Work Procedure
PR-QSS-110	Incident Reporting and Investigation Procedure
IN-250-HSE-03	QAPCO 12 Golden Rules at work
PR-QSS-127	Job safety Analysis
F-250-HSSE-01	Cold Work Permit form

#### 5.0 DEFINITIONS & ABBREVIATIONS:

#	Abbreviation / Key word	Definition summary
1	Work permit:	It is a written document issued for performing any intervention work on QAPCO assets. It authorizes the holder of the completed document to carry out a specific task at a specific location at a specific time and lists out the potential hazards and the appropriate precautions to be taken for performing the intervention safely.
2	Cold work Permit	Any job/ task which don't have potential for source of ignition or potential to generate enough heat to ignite.
3	Permit Issuer / Issuing Authority	QAPCO authorized person appointed as Permit issuer and responsible for the asset/area under his control. He is responsible for issuing the work permit to the Job Lead Executor. He must be successfully trained in the Permit to work system of QAPCO.
4	Lead Executor	Is a person who is trained and qualified for QAPCO work permit system and responsible to ensure that all conditions of the permit, agreed to with the Permit Issuer, are being fulfilled at all times throughout the job. He can be a QAPCO staff or a contractor employee
5	PPE (Personal Protective Equipment)	PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE)
6	Residual Risk	The hazards present in the surrounding area of worksite. These hazards have no connection with the job, but they can affect the employees doing the job

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7	LMRA (Last Minute Risk Assessment)	The Last Minute Risk Assessment (LMRA) is a brief, individual, mental hazard assessment of a task and the worker(s). It is conducted by the worker(s) before and during the work to identify any other hazards that are present due to site or equipment conditions.
8	First Line Break	Any opening of a pipeline of equipment fitting that acts as a primary containment for hazardous substances is termed as first line break. For e.g. opening of a blind flange or flange, unscrewing of a cap or plug.
9	Job Readiness audit	An audit to verify implementation identified control measures.
10	Primary containment	Primary containment is the means provided to house the hazardous chemicals or potentially dangerous energy sources in any facility and can be reactors, tanks, vessels, pipelines, drums, boilers etc.
11	MSDS/SDS	It is a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products.
12	Requestor	The person who requests the issuance of Work Permit for specific task at specific time at specific location.
13	Operating Authority	Is Plant Operations who running plant
14	Gas Test	Checking of flammable and/or toxic gases at task area
15	Field Operator	Individual representing the production unit and responsible to prepare and handover of equipment to Lead Executor for job execution.
16	HSSE	Health, Safety, Security and Environment
17	IMS	Integrated Management System
18	Management	People (a person or group of people) with authority and responsibility for the conduct and control of an organization.
19	Line management	All the managers of the plant: chief, director, manager and Head of departments/plants.
20	CHSSEO	Chief HSSE Officer
21	MGM	Manufacturing Group Manager
22	TGM	Technical Group Manager
23	CCR	Central Control Room
24	HOS	Head of Section

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## 6.0 PERMIT PROCESS:

### a) Cold work Permit is divided into eight sections:

1. Work description
2. Other associated permits
3. Hazard Identification
4. State of equipment and precautions
5. PPE and safety equipment required
6. Issuance & acceptance
7. Re-validation of permit
8. Close out

### b) Sequence of permit issuance signatures is as follows;


1. Permit Issuer
2. Permit Lead Executor
3. Field Operator

## 6.1 Section-1 Job scope identification

- a) The requestor will fill in detail work description in section -1
- b) The work maintenance notification or work order number has to be filled to help in the traceability of the job
- c) The location of the job will be specified by the requestor.
- d) The asset tag number has to be specified.
- e) A very clear and specific job description will be provided by the requestor/ Lead Executor
- f) Requestor has to identify the department and section to carry out the task
- g) Requestor / Lead Executor have to define the permit validity, The **end date (VALID UNTILL) will be defined after agreement with permit issuer.**  
  
(Requestor have to re-validate the permit before *start of each shift and issue new permit after completing 14 calendar days.*)
- h) Job category to be identified by Lead Executor and equipment to be used.
- i) Permit Requestor will identify that permit is light cold or Normal

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### COLD PERMIT CATEGORY LIGHT

Certain jobs and tasks may only require the use of a light permit, provided that the conditions below are all met:

- They are carried out on a regular basis, e.g. several times per /week/ month/ year;
- Their risk assessment clearly shows that they do not involve unusual hazards or high rated risks;
- They are supported by detailed procedures - including the comprehensive identification of all potential hazards and the precautions to be taken - that have been thoroughly tested and their fitness-for-purpose confirmed;
- Work with the same safety measures to apply every day during the validity period;
- Work in a well-known environment;
- No complexity for the organization of the work, the roles and responsibilities;
- Lead Executor with concerned Asset Owner (Permit Issuer) and Safety representative shall demonstrate that the Light work activity doesn't involve high rated risk according to QAPCO Risk Matrix, this risk assessment shall be documented in the Hazard Analysis Sheet for Light Work (Refer to Appendix: 10.3) which finally shall be approved by the Plant Head/Manager.
- Then the approved Light Work activity shall be referenced in the "list of works supported by a light permit"(Refer to Appendix: 10.4)


The Light Cold work permit category has a **variable time of validity** according the frequency of the work and the risk assessment, the Light permit is valid for **one YEAR** maximum except for planned shutdown turnaround. A period less than one year can be defined on the permit.

### 6.2 Section-2 Associated Certificates:

- a) Requirement of an electrical isolation or security bypass must be identified by permit issuer and mention associate permit no in PTW form.
- b) If security bypass is requested, the permit issuer is responsible to ensure that the bypass is carried out by the functional authority and writes the security bypass certificate number.
- c) If electrical isolation is requested, the Permit issuer/issuing authority must "Tick" (✓) under yes and write the electrical isolation certificate number issued for isolation after attesting the positive electrical isolation
- d) Any other certificate need to be issued under that particular permit shall be defined.

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### 6.3 Section-3 Hazard Identification


***Check (✓) Only applicable boxes all other shall be marked as straight line***

- a) The Permit Issuer / Operations personnel and Lead Executor have to fill up this section and will seek the help of the safety personnel if the job requires extra precautions and if there are residual risks. The job Lead Executor will also assist in defining and implementing of control measures to bring the risk level to low as reasonably practicable.
- b) For hazardous & non-routine task, permit issuer can request for Job safety Analysis.
- c) Plant operations/ Permit issuer and Lead Executor have to identify non-routine task however, safety can be consulted for identification hazardous task and safety measures.
- d) If a hazardous or non-routine task is identified outside normal working hours, the plant operations personnel have to contact their on call duty member according the on call duty procedure.
- e) For all jobs where potential chemical risks are anticipating, MSDS / SDS to be reviewed and precautions should be explained to executors.
- f) Permit issuer has to (✓) Mark the task related hazards and explained to Lead Executor.
- g) Self-contained breathing apparatus or airline supply set to be used for the jobs where there is a potential of a toxic gas exposure.
- h) The person using the breathing apparatus shall be trained and a have proper fit test done prior to the use the breathing apparatus.

### 6.4 Section-4 State of Equipment & Precautions

- a) The permit issuer must (✓) tick off relevant box to identify the necessary precaution taken to render the job safe.
- b) All required equipment conditions and preparation to be done by permit issuer to handover the asset in safe condition shall be identified in the permit.
- c) Safety and Lead Executor can be consulted for selection and identifying control measures for non-routine or hazardous tasks.
- d) In case of hazardous and non-routine activities, precautions and safety instructions can be defined as per JSA recommendations.
- e) If the activity is associate with certificates (confined space, excavation & lifting), permit issuer shall identify the job readiness audit requirements and communicate to field operator.
- f) A job readiness audit will conducted before final approval of cold work permit to verify the control measures implementation & preparation of job.


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- g) The permit issuer shall ensure that work permit Lead Executor understand scope of work, identified hazards and precaution identified and taken.
- h) Permit Lead Executor shall brief the effected staff / contractor about the identified hazards and ensure that these have been understood and specified control are taken during execution of activity.
- i) If Gas Testing requirements is identified then Field operator shall perform the gas test and record the result in permit form.
- j) Outside of Plant area Safety agent will perform the Gas testing
- k) If Zero energy form is required, permit issuer shall demonstrate the Zero energy at site with Lead Executor and Lead Executor shall verify and accept the zero energy conditions.
- l) If JSA is required, execution supervisor will develop, approve the JSA with cooperation of safety and operations then attached it with permit.

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### 6.5 Section-5 PPE & Safety Equipment Required


- a) Permit issuer shall brief to execution authority about required PPEs and other precautionary measures for the task.
- b) PPE precautions are listed by plant operations (in case of Hazardous or Non-Routine) safety and Lead Executor can be consulted. The precautions listed must be complied by the job Lead Executor and his team members.
- c) Permit Lead Executor ensure that he & his team fully understand requirements of PPEs and must comply by team during execution of activities.
- d) Any additional PPE identified by permit issuer or other permit authority, Lead Executor has to arrange and ensure that all PPEs are applied during execution of activity.
- e) Lead Executor ensure that he fully understand scope of work under CWP is being issued

### 6.6 Section-6 Issuance and Acceptance

- a) Permit Issuer shall sign the cold work permit to issue the permit to the permit Lead Executor. This is based on hazards identified in section-3 and implementation of precautions, PPEs and Safety equipment requirements in Sections 4&5.
- b) Cold work permit cannot be signed for issuance by the permit issuer before isolating or bypassing the relevant securities. ( if relevant)
- c) Lead executor ensure that he fully understand the scope of work, hazards identified and precautionary measures and then sign on permit to accept all terms and condition mention above.
- d) It will be the Lead Executor responsibility to ensure that the PPEs requirements (Section-5) are followed by personnel working under his control.
- e) It is Lead Executor responsibility to get authorization of permit from Field Operator.
- f) Lead Executor is responsible to conduct the Tool box talk and all the potential hazards explained to working team.
- g) If Lead Executor is not satisfied with isolations and physical conditions of equipment at the time of equipment hand over, he may decide not to initiate the activity until the time required isolations are properly done and residual hazards are completely eliminated from the work site. Under such circumstances, he shall immediately inform the permit issuer.
- h) After the permit issuer signature, the original cold work permit shall reside in CCR while hard copy is handed over to permit Lead Executor. Concerned Control room will follow up with Field Operator.
- i) It is Lead Executor responsibility to ensure that all affected employees working under the Cold Work Permit adhere to the conditions and agreement stated on the Cold Work Permit Form.
- j) It is the responsibility of Lead Executor that the hard copy of the cold work permit must be displayed at a visible place close to the location of activities or work.

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#### Field Operator Authorization:

The Lead Executor will contact the authorized Field Operator at a site, Field Operator will show task location to Lead Executor and ensure that person involve in job execution shall follow the PPEs and equipment requirements. Field Operator will take all precautions and confirm/demonstrate the isolation OR security bypass and inform the CCR prior to handover to Lead Executor.

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*For planned jobs, it is expected that the equipment will already be depressurized/ready for handover and the Field operator will only confirm/verify the isolations and precautions. This will save time consumed in making the equipment ready for handover*

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Field Operator will process for signature OR Job readiness audit only after the complete verification of isolation and precautions.

If Job readiness audit is required, field operator shall ensure its compliances before issuing the cold work permit. .

Job readiness audit will be conducted by safety agent with field operator and lead executor and noncompliance of permit or certificate shall be identified in audit form and communicate to concerned supervisors.

On satisfactory result of Job readiness audit, field operator authorize the activity by signing on the hard copy of cold work permit.

In the event of first line break for opening of fitting that has potential flammable or toxic atmosphere, area field operator have to present and monitor the Gas.

If additional control measures or instructions are required, then Lead Executor, permit issuer and Field Operator can mention in space provide "OTHER PERTICULAR PRECAUTIONS".

#### 6.7 Section-7 Validation of Permit:

- Primary validity of Permit is **ONE SHIFT** and the revalidation period can be up to 14 consecutive days (Calendar days) from the date of issuance unless otherwise stated in the detailed work description section of the cold work permit.
- The permit is valid only for the one shift that it is issued provided the conditions specified in the permit have not changed.

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- c) Revalidation of the permit has to be done at the beginning of every shift by signing the rear of the Lead Executor copy by the permit issuer, Lead Executor and Field Operator/Contractor Safety Officer.
- d) Revalidation of the permit to be done only on the following conditions of the job:
- Same location
  - Same asset/asset conditions
  - Same job description
  - Safety precautions stated in the permit , certificate and/or JSA are FULLY implemented at site.
- e) In case of Light Cold work permit, the maximum validity is **ONE YEAR** or as described in permit document.
- f) For Light Cold work permit, the Executor shall confirm the continuity of the work every shift by signing the register book at Control Room.
- g) Lead Executor is responsible for monitoring the validity and extension of the Cold Work Permit, and shall return to the Cold Work Permit Issuer for revalidation in time.

#### 6.8 Section-8 Close Out:

- a) When the activities or work have been completed OR permit validity is expired, Lead Executor shall initiate the permit closing process defining reason of closing of permit.
- b) If job is terminated due some reason, Lead Executor shall inform field operator and Permit issuer.
- c) It is the responsibility of Lead Executor to perform the housekeeping of the area and remove the equipment from task site.
- d) The Field Operator shall ensure that area is restored to normal and housekeeping conducted before to sign on work permit.
- e) Closure of the cold work permit means final close out by the permit issuer. Lead Executor must bring the hard copy of the permit issuer (Duly signed by the Outdoor Field Operator/ contractor safety officer) immediately after completing the job so that the permit can be closed and any isolation provided to be removed.

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- f) Cancellation of all energy isolations must be done only after closing all the work permits/certificates linked with the isolation.


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***No equipment to be taken in service for what so ever reason until the permit has been finally closed by the permit issuer. Closing of the permit in the field by the Permit Lead Executor and Field Operator in the hard copy does not mean that the permit is closed, and equipment can be taken in service. The equipment can only be taken into service once the permit has been closed in the CCR since permit issuer has an overall picture of all the associated permits, certificates and relevant isolation.***

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## 7.0 OTHER REQUIREMENTS:

### 7.1. Permits for blinding or isolation

- a) All isolation and blinding shall be performed in accordance with “Piping isolation procedure, electrical isolation & security by pass procedure.
- b) Cancellation of all energy isolations must be done ONLY after closing all the work permits linked with the isolation.
- c) Ensure that particular cold work permit, one individual shall not act as permit issuer and permit accepting authority (Lead Executor) simultaneously.
- d) Any authorized Lead Executor of the department intending to carry out a job must be competent and trained in QAPCO work permit system. He can initiate the work permit.

#### 1- During normal working hours that is between 0630hrs to 1430hours following can be Requestor

- The concerned Responsible of department. (Supervisor, Engineer, Head of Section, Responsible Technicians).
- TALKE Contractor Supervisor (Trained and Certified QAPCO PTW System)


#### 2- Out of Normal Working Hours (After 1430 hrs. during weekends or Public Holidays)

- TALKE Contractor Supervisor (Trained and Certified QAPCO PTW System)
- If the work will continue after 14:30 hours, job information form must be filled and submit by email to the concerned Operation Shift Supervisor for approval before 14:00 hours (during working days).

### 7.2. Permit Suspension or Cancellation:

- a) If the job Lead Executor has to suspend his job due to unforeseen circumstance (e.g. lack of spares), he has to leave the equipment in a safe condition, if final condition are acceptable to the plant operations then permit can be closed.
- b) If the job Lead Executor has to suspend his job due to job of higher priority he has to inform the plant operations and leave the permit in the control room. In such cases the plant operations can permit the job resuming / continuation if the equipment and site conditions have not changed with re-gas testing if required.
- c) The active permit will become automatically suspended when any asset conditions described in the permit change or in the case of an emergency siren or in case of accident/fire.
- d) In case of any incident related to activities performed under specific cold wok permit, Lead Executor shall stop the work and inform the CCR (Issuer) immediately.

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- e) If the copy of the Cold Work Permit is lost during the execution of work, the Cold Work Permit Lead Executor shall immediately stop the work and approach the Cold Work Permit Issuer to close the Cold Work Permit. Lead Executor shall inform the reason for closure of permit.

## 8.0 PERMIT DISTRIBUTION

- The original or the first copy will remain in the control room.
- The hard copy will be at the work site and held by the Lead Executor during the job.
- The hard copy can be audited at any time by any QAPCO responsible person at site.

## 9.0 FOLLOW UP & RECORD:


- After closing of Permit, the hard copy (**with all attachments**) will remain with the Permit issuer in the CCR and the original (first copy) will be kept by the Executor department.
- All work permits are kept in CCR for a period of one month.

## 10.0 ANNEXES

- 10.1 Cold Work Permit Form- (F-250-HSSE-01 )
- 10.2 Flow Chart for completing the cold work permit
- 10.3 Periodic atmosphere testing form
- 10.4 Light work Job List
- 10.5 Hazard analysis sheet for Light work
- 10.6 Example Cold PTW category Light

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### 10.1 Cold Work Permit Form ( F-250-HSSE-01)

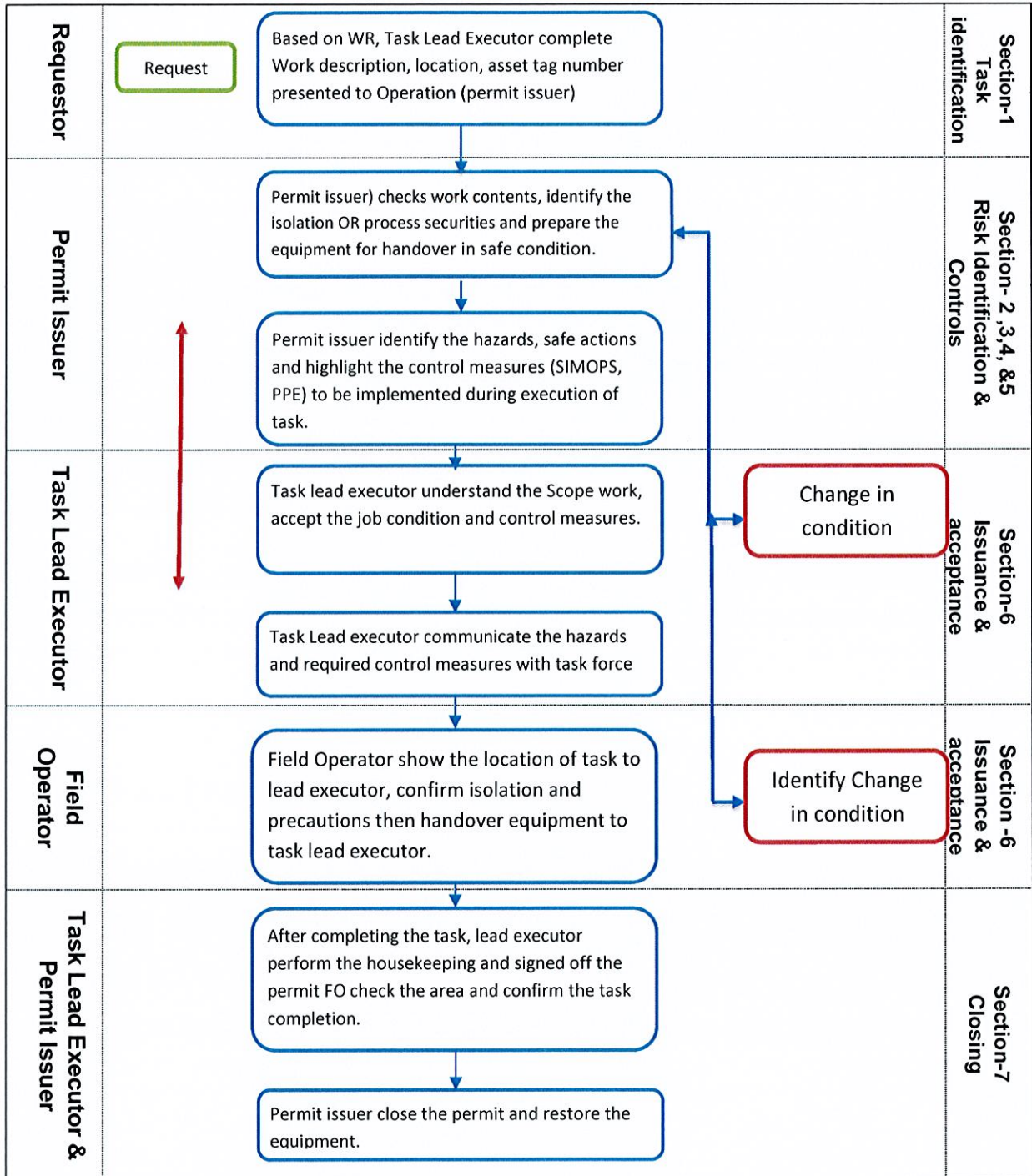
<b>Prepared by</b>	Sr. HSE/ Safety Officer	<b>Reviewed by</b>	HSE Support / Safety Manger	TGM	MGM (SC/PE)	MGM (Vinyl)	<b>Approved By</b>	CHSSEO
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10.2 Flow chart for completing Cold work Permit



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 <b>QAFPCO</b> شركة القابضة الكيميائية QATAR PETROCHEMICAL COMPANY	<b>HSE INSTRUCTION FOR COLD WORK PERMIT</b> (CWP)			Procedure : IN-250-HSE-07
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### 10.3 Periodic atmosphere testing form

Work permit #		Work Location:					
Type of permit	Cold Work <input type="checkbox"/> Hot Work <input type="checkbox"/>						
Air Component	Unit	Reading Number & instrument Readings					
		1	2	3	4	5	6
Flammable	LEL%						
Hydrogen Sulphide	PPM						
Carbon Monoxide	PPM						
EDC /VCM	PPM						
Chlorine	PPM						
Other Toxic .....	PPM						
Reading #	Instrument Tag #	Calibrated On	Time of Reading	Reading taking by	Signature		
Initial							
1							
2							
3							
4							
5							
6							

Comments: \_\_\_\_\_

Prepared by	Sr. HSE/ Safety Officer	Reviewed by	HSE Support / Safety Manager	TGM	MGM (SC/PE)	MGM (Invl)	Approved By	CHSSEO
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### 10.4 Light work Job List (examples)

Restricted Areas	Non- Restricted Areas
<ul style="list-style-type: none"> <li>- Maintenance on metering pump</li> <li>- Lubrication</li> <li>- Replacement of gauges</li> <li>- Using Monitoring equipment ( Hygiene, Environment condition)</li> <li>- Regular cleaning of plant grounds (floor sweeping only), channels with interfere productions activities.</li> <li>- Preventive maintenance, such as equipment oil changes</li> <li>- Work in control cabinet with neither inhibition nor isolation in protected room</li> <li>- Filter cleaning (except on open lines, e.g. export pumps)</li> <li>- Work on lighting, excluding work at height</li> <li>- Painting work in buildings, when it does not interfere with production activities</li> <li>- Sample collecting</li> <li>- Photography by Ex Camera</li> <li>- Tests and routine checks that require neither isolation nor inhibition;</li> <li>- Visual inspection, except for confined spaces;</li> <li>- Work on lighting, except when it involves work at height;</li> </ul>	<ul style="list-style-type: none"> <li>- Weeding and mowing green spaces</li> <li>- Gardening</li> <li>- Cleaning out roadway gutters</li> <li>- Plantation care treatments (e.g. tress, grass...)</li> <li>- Ironwork (metalwork, ...)</li> <li>- Plumbing without hot soldering</li> <li>- Painting work not requiring scaffolding</li> <li>- Household maintenance</li> <li>- Office lighting, maintenance and repair</li> <li>- Cleaning air outlet grilles</li> <li>- Repair of split A/C units not requiring scaffolding</li> <li>- Wood joinery work</li> <li>- Cleaning out roadway gutters not requiring Confined Space Entry Certificate.</li> </ul>

Prepared by	Sr. HSE/ Safety Officer	Reviewed by	HSE Support / Safety Manger	TGM	MGM (SC/PE)	MGM (Vinyl)	Approved By	CHSSEO
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### 10.5 Hazard Analysis sheet for Light work

No	Criteria	Yes	No
1	Task is carried out Regularly once/ Day/ week & with same safety measures		
2	Risk assessment clearly shows that they do not involve unusual hazard OR risk		
3	Task is supported with tested detail procedure		
4	Task is carried out by trained and competent staff/ contractor		
5	Task executors are aware of hazards and control measures		

**Assessment Sheet**

Task/ Work	Tested Control Measure
Example ( <i>Gardening</i> )	1. Inspected grass cutting machine 2. Pre-use inspection of Grass cutting machine 3. Additional PPEs ( Face protection, Noise) 4. Machine Guard protection 5. TBT 6. Other.....
Task	

Reviewed By				Approved By
	Execution Supervisor	Sr. Safety Officer	Operation Shift Supervisor	Plant Head of Section/Manager
Name				
Signature				
Date				

Prepared by	Sr. HSE/ Safety Officer	Reviewed by	HSE Support / Safety Manger	TGM	MGM (SC/PE)	MGM (Vinyl)	Approved By	CHSSEO
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# COLD WORK PERMIT

NO. **A0000**

**1. JOB SCOPE IDENTIFICATION (TO BE COMPLETED BY REQUESTER)**

	<b>PLANT</b>	<b>UNIT / AREA</b>	<b>ASSET TAG NO/ NAME</b>	<b>MN NO. / W.O.NO</b>	
<b>REQUESTOR</b>	<input type="checkbox"/> <b>NORMAL WORK</b> <input type="checkbox"/> <b>LIGHT WORK</b>		<b>JOB CARRIED OUT BY:</b>		
	<b>JOB CATEGORY:</b> <input type="checkbox"/> BLINDING <input type="checkbox"/> DE-BLINDING <input type="checkbox"/> HVAC MAINTENANCE <input type="checkbox"/> GREASING / LUBRICATION		<input type="checkbox"/> SCAFFOLDING ERECTION <input type="checkbox"/> SCAFFOLDING DISMANTLING <input type="checkbox"/> RADIOGRAPHY <input type="checkbox"/> FILTER CLEANING <input type="checkbox"/> INSULATION/CLADDING <input type="checkbox"/> PAINTING	<input type="checkbox"/> OPENING OF VESSEL MANHOLE <input type="checkbox"/> LIFTING <input type="checkbox"/> CIVIL WORK <input type="checkbox"/> HYDROJETTING <input type="checkbox"/> CLEANING <input type="checkbox"/> OTHERS:.....	<b>TOOLS &amp; EQUIPMENT TO BE USED</b> <input type="checkbox"/> HAND TOOLS <input type="checkbox"/> POWER TOOLS <input type="checkbox"/> OTHERS: .....
	<b>DETAILED WORK DESCRIPTION:</b> ..... ..... .....				
	VALID FROM: DATE ..... TIME .....		REQUESTOR NAME ..... SIGNATURE .....		VALID UNTIL: DATE ..... TIME .....
		CONTACT NO. .... DATE ..... TIME .....			

**2. ASSOCIATED CERTIFICATES (TO BE COMPLETED BY PERMIT ISSUER)**

<input type="checkbox"/> REQUEST FOR ELECTRICAL ISOLATION <input type="checkbox"/> REQUEST FOR SECURITY BYPASS <input type="checkbox"/> OTHER CERTIFICATE (SPECIFY): .....	ELECTRICAL ISOLATION CERTIFICATE NO: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> BYPASS CERTIFICATE NO: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table> OTHER NO.S: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>
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**3. HAZARD IDENTIFICATION (TO BE COMPLETED BY PERMIT ISSUER & LEAD EXECUTOR)**

<input type="checkbox"/> TOXIC MATERIAL	<input type="checkbox"/> POOR VISIBILITY	<input type="checkbox"/> CONFINED SPACE	<input type="checkbox"/> SHARP OBJECT
<input type="checkbox"/> CHEMICAL EXPOSURE	<input type="checkbox"/> RADIATION	<input type="checkbox"/> RESTRICTED ACCESS	<input type="checkbox"/> HEAT STRESS
<input type="checkbox"/> STORED ENERGY / PRESSURE	<input type="checkbox"/> PYROPHORIC MATERIAL	<input type="checkbox"/> STATIC ELECTRICITY	<input type="checkbox"/> POOR ACCESSIBILITY
<input type="checkbox"/> ELECTRICITY	<input type="checkbox"/> MOVING MACHINERY	<input type="checkbox"/> DUST	<input type="checkbox"/> OTHERS (SPECIFY): .....
<input type="checkbox"/> HAZARDOUS ATMOSPHERE	<input type="checkbox"/> ROTATING PARTS	<input type="checkbox"/> SLIPS / TRIPS	
<input type="checkbox"/> EXPOSE TO HEAT / COLD	<input type="checkbox"/> SOIL CONTAMINATION	<input type="checkbox"/> FALLING OBJECTS	
<input type="checkbox"/> EXPOSE TO HIGH NOISE	<input type="checkbox"/> FALLING HAZARDS	<input type="checkbox"/> PINCH POINTS	

**4(A). STATE OF EQUIPMENT (TO BE COMPLETED BY PERMIT ISSUER)**

**4(B). PRECAUTIONS (TO BE COMPLETED BY PERMIT ISSUER)**

<input type="checkbox"/> STOPPED <input type="checkbox"/> DE-PRESSURIZED <input type="checkbox"/> NITROGEN PURGED <input type="checkbox"/> DRAINED <input type="checkbox"/> WATER FLUSHED <input type="checkbox"/> STEAMED <input type="checkbox"/> VENTILATED	<input type="checkbox"/> ISOLATION BY BLINDS (ATTACHED LIST) <input type="checkbox"/> ISOLATION BY LOCKED VALVES (ATTACHED LIST) <input type="checkbox"/> ELECTRICAL ISOLATION DONE <input type="checkbox"/> AIR PURGED <input type="checkbox"/> RADIOACTIVE SOURCE ISOLATED <input type="checkbox"/> OTHERS (SPECIFY): .....	<input type="checkbox"/> INITIAL GAS TESTING <input type="checkbox"/> CONTINUOUS GAS MONITORING <input type="checkbox"/> FREQUENT GAS TESTING ..... FREQUENCY <input type="checkbox"/> AREA TO BARRICADE / WARNING SIGNS <input type="checkbox"/> NON - SPARKING TOOLS <input type="checkbox"/> ADDITIONAL LIGHTING <input type="checkbox"/> SCAFFOLDING <input type="checkbox"/> BONDING / GROUNDING <input type="checkbox"/> MACHINE GUARDING	<input type="checkbox"/> MECHANICAL VENTILATION <input type="checkbox"/> JOB READINESS AUDIT <input type="checkbox"/> HEAT STRESS MITIGATION PLAN <input type="checkbox"/> SPILL CONTAINMENT <input type="checkbox"/> JSA REQUIRED (IF YES, ATTACH COPY) <input type="checkbox"/> ZERO ENERGY (IF YES, ATTACH COPY) <input type="checkbox"/> LMRA <input type="checkbox"/> TOOLS/EQUIPMENTS CERTIFICATE <input type="checkbox"/> OTHERS (SPECIFY): .....
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INITIAL GAS TEST (VALIDITY: 30 MINUTES)	DATE & TIME	OXYGEN (O <sub>2</sub> ) %	FLAMMABLES (LEL) %	HYDROGEN SULPHIDE (H <sub>2</sub> S) PPM	VCM (PPM) PPM	OTHER TOXICS (PPM) PPM
DEVICE NO:	AGT NAME:		SIGN:			

**5. PERSONAL PROTECTIVE EQUIPMENT & SAFETY EQUIPMENT REQUIRED**

<input type="checkbox"/> DOUBLE HEARING PROTECTIONS	<input type="checkbox"/> SAFETY GOGGLES	<input type="checkbox"/> SCBA
<input type="checkbox"/> FACE SHIELD	<input type="checkbox"/> HIGH VOLTAGE GLOVES	<input type="checkbox"/> RESPIRATOR (ORGANIC VAPOUR)
<input type="checkbox"/> GUM BOOTS	<input type="checkbox"/> HEAT RESISTANCE GLOVES	<input type="checkbox"/> ALUMINIUM SUIT
<input type="checkbox"/> CHEMICAL SUIT	<input type="checkbox"/> CUT RESISTANCE GLOVES	<input type="checkbox"/> DISPOSABLE COVERALLS
<input type="checkbox"/> HEAT RESISTANCE SUIT	<input type="checkbox"/> LEATHER GLOVES	<input type="checkbox"/> HIGH VISIBILITY CLOTHING VEST
<input type="checkbox"/> FULL BODY HARNESS	<input type="checkbox"/> DUST MASK	<input type="checkbox"/> TURTLE SUIT
<input type="checkbox"/> LIFE LINE	<input type="checkbox"/> AIRLINE (SUPPLIED)	<input type="checkbox"/> OTHERS (SPECIFY): .....

**OTHER PARTICULAR PRECAUTIONS OR OBSERVATION:** .....

**6. ISSUANCE & ACCEPTANCE (TO BE COMPLETED BY PERMIT ISSUER & LEAD EXECUTOR)**

<b>PERMIT ISSUER</b>		<b>LEAD EXECUTOR</b>		<b>COMPANY/ DEPT:</b>	
NAME:	FILE NO:	NAME:	FILE NO:		
DATE:	TIME:	DATE:	TIME:		
SIGN:		SIGN:			

**FIELD OPERATOR/ CONTRACTOR SAFETY OFFICER**

NAME :	FILE NO:	TIME:	SIGN:
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**7. CLOSE OUT (MAKE SURE AREA AND EQUIPMENT ARE SAFE & HOUSE KEEPING DONE)**

REASON FOR CLOSING OF PERMIT     END OF WORK, AREA CLEANED     VALIDITY EXPIRED     OTHERS (SPECIFY): .....

<b>LEAD EXECUTOR</b>		<b>FIELD OPERATOR / CONTRACTOR SAFETY OFFICER</b>	
NAME:	FILE NO:	NAME :	FILE NO:
DATE:	TIME:	DATE:	TIME:
SIGN:		SIGN:	

<b>PERMIT ISSUER</b>		<b>DATE OF ISSUE: JAN 2018</b>	
NAME :	FILE NO:	TIME:	SIGN:
F-250-HSSE-01	REVISION NO: 1		REF # IN-250-HSE-07



**8. COMPULSORY VALIDATION OF THE WORK PERMIT AT START OF EACH SHIFT**

THE UNDERSIGNED PEOPLE CERTIFY TO KNOW ALL THE SAFETY PRECAUTIONS TO BE FOLLOWED AND PLEDGE TO APPLY THEM AND MAKE THEM APPLY

DATE	TIME	SHIFT	SIGNATURE					FIELD OPERATOR /CONTRACTOR SAFETY OFFICER		
			LEAD EXECUTOR	PERMIT ISSUER	GAS TEST RESULTS					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
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		N			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
					DEVICE NO:					
		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
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		D			O <sub>2</sub>	LEL	H <sub>2</sub> S	VCM	OTHERS	
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					DEVICE NO:					