
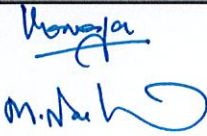
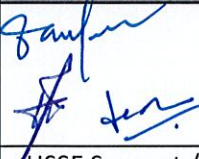

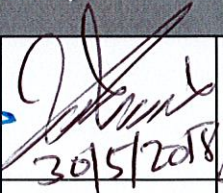
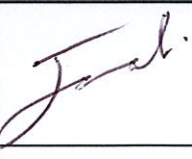





HSE INSTRUCTIONS FOR HOT WORK PERMIT (HWP)

Instruction No: IN-250-HSE-08

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

Rev#	Date	Prepared by	Reviewed By			
1	24/05/2018	 Sr. HSSE/ Safety Officer	 HSSE Support / Safety Manager	 MGM (Vinyl)	 MGM (SC/PE)	 TGM

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Revision / Modification History

Rev#	Date	Section	Reason of Revision / Modification
0	18-SEP-2016	All	Converted as Instruction and modified as per new organization structure.
1	24-5-2018	All	<ul style="list-style-type: none"> • Instruction revised to integrate QAPCO PTW system with QVC PTW after merging. • Updated the reference list as relevant. • Updated the definition and abbreviation list as relevant. • Removed safety agent authorization from signature list for Hot Work Permit. • Updated the list for open flame and restricted hot work. • Add new section (Section-2) for associated permits / certificates. • Add the requirement that all boxes in the permit must be ticked (✓) for YES and (X) for NO. • Add conducting initial gas test to Field Operator responsibilities. • Update the distribution of the Certificate copies. • Updated the Hot Work Permit form as needed. • Add vehicle entry requirements. • Add Job Readiness Audit.

Distribution

Through *intranet (QAPCO Staff)*

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1.0 Purpose


The Purpose of this Instruction is to:

- Describe the jobs and activities that are considered as hot work.
- Provides the guidelines to complete the hot work permit form and understand all the terms explained in the form.
- Control work that can create a source of ignition in areas where flammable vapors or combustible materials might be present.
- Establish safety requirements to be followed when performing hot work or using a source of ignition;
- Describe the methods for controlling hot work activities at QAPCO Mesaieed facilities.

2.0 Scope

The hot work permit is applicable in all the areas within the QAPCO complex for all works which can create spark, flame or produce enough heat to ignite the combustibles. Except the maintenance workshops, contractor yard (designated welding area) or other hot work activities in designated areas approved by HSE Management.


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3.0 Definitions & Abbreviations


#	Abbreviation / Key word	Definition summary
1	Hot Work	Any operation that can produce enough heat to cause a source of ignition or has the potential to do so, with sufficient energy to ignite flammable vapors, gases or dust. Operations typically include open flame, sparks, heat sources, running engines, grinding, gas cutting, brazing, soldering and vehicle entry.
2	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 Lead Executor. He must be successfully trained in the Permit to work system of QAPCO.
3	Execution Supervisor/ Planner	QAPCO Employee directly supervise the Lead Executor or responsible to plan & execute the task and extensive knowledge about task.
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	Requestor	QAPCO employee or M/s TALKE contractor who requests the issuance of Work Permit for specific task at specific time at specific location.
6	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)
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	Open Flame Hot Work	This type of hot work produces open flame or generate sparks to the surrounding area
9	Fire Watch	The person who will continuously monitor the hot work job as defined by hot work permit for the complete duration of the job
10	Restricted Hot Work	An activity that does not produce an open flame or external sparks but has the potential to generate spark to the surroundings is termed as restricted hot work.
11	Gas Test	Checking of flammable or toxic gases or vapors in work area environment

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12	Intrinsically Safe	It's a protection technique for safe operation of devices to prevent the release of sufficient energy, by either thermal or electrical means, to cause ignition of flammable material (gas, dust/particulates etc.)
13	ELCB (Earth-Leakage Circuit Breaker) / GFCI (Ground fault circuit interrupter)	It is a safety device used in electrical installations with high Earth impedance to prevent shock (life-saving device). It detects small stray voltages on the metal enclosures of electrical equipment, and interrupts the circuit if a dangerous voltage is detected.
14	Heat Treatment	Heat treatment is process to use the extreme temperatures, to achieve a desired result such as softening of a material.
15	Hot Tapping	Hot Tapping or pressure tapping, is the method of making a connection to existing piping or pressure vessels without the interruption of emptying that section of pipe or vessel. This means that a pipe or tank can continue to be in operation whilst maintenance or modifications are being done to it.
16	Job Readiness Audit	An audit to verify implementation of control and ensuring procedures are properly followed, this is typically conducted before the execution of work and just before final signature of permit.
17	Pyrophoric Material	Are liquids and solids that have the potential to spontaneously ignite in air at temperatures of (54°C) or below. They often also have corrosive, water reactive, and peroxide forming properties.
18	Pinch Points	Pinch points are points in and around machinery where there is a chance of a body part getting caught between a stationary and a moving part of a machine.
19	Fire Blanket	Applying of fire retardant material around the Hot work area to extinguish small incipient (starting) fires and contained the stray sparks. Thickness- 0.82MM, Max. Operating Temp- 550 DEG.C
20	SCBA	Self-Contained Breathing Apparatus (individual Safety Equipment which can be used in dangerous atmosphere for scape or rescue purpose)
21	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.
22	MN	Maintenance Notification
23	CCR	Central Control Room
24	HSSE	Health, Safety, Security and Environment
25	HSE- IMS	HSE-Integrated Management System
26	Management	People (a person or group of people) with authority and responsibility for the conduct and control of an organization.
27	Line management	All the managers of the plant: chief, director, manager and Head of.

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30	MGM	Manufacturing Group Manager
31	TGM	Technical Group Manager
32	HOS	Head of Section


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4.0 References documents

Document ID	Document Title
M-250-QSS-01	HSE- IMS (Integrated Management System) Manual
IN-250-HSE-07	Cold work Permit Instructions
PR-QSS-114	Work permit 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
PR-251-SF-17	Piping isolation Procedure
F-250-HSSE-02	Hot work Permit Form
F-250-HSSE-03	Vehicle Entry card

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5.0 Responsibilities

All the line managers to ensure that this procedure is complied with and followed

6.0 Permit Process:

Hot work Permit Form (Form-B) divided into following sections:

1. Job scope identification
2. Associated certificates
3. Hazard Identification
4. State of Equipment and Precautions
5. Personal protective equipment (PPE)
6. Review & Approval
7. Issuance and acceptance
8. Re-validation of Permit
9. Close Out

- **Sequence of permit issuance signatures is as follows (only for open flame hot work)**

1. Requestor
2. Execution Supervisor
3. Head Of section

} Planning Phase


This section of permit has to be prepared at the planning stage of task (For example day before execution)

4. Permit Issuer
5. Lead Executor
6. Field Operator/ Contractor Safety Officer*

} Execution Phase

Note: Contractor Safety officer can only sign the permit if the work to be carried out outside the process area (For e.g. contractor yard, warehouse etc.)

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- **There are two Type of Hot work**

1- Restricted hot work:

An activity that does not produce an open flame or sparks to the surroundings but has the potential to produce the spark is termed as restricted hot work. This type of hot work does not require a Fire Watch during the activity. However, a gas test should be carried out before beginning the operation related to the restricted hot work.

If the work area is not specifically defined, the Executor must have his own personal multi gas detector for continuous monitoring of surrounding atmosphere (e.g. photography with non-Ex cameras in multiple locations and vehicle entry permit)

In the case of restricted hot work permits the operations has to acquire information from the Lead Executor of all the job locations and should ensure that no hydrocarbon venting is conducted during the operations.


2- Open flame hot work

This type of hot work produces open flame, sparks or high heat to the surrounding area. This type of hot work requires a Fire Watch during the execution of the activity.

Examples of Hot work (open and restricted)

Open flame Hot Work	Restricted Hot Work
<ul style="list-style-type: none"> • Welding, cutting, brazing , burning with torch. • Using a propane torch • Grinding • Using open flames • Soldering / Brazing • Gritblasting inside restricted area • Heat treatment • Flaming (e.g., freeing seized bearings, etc.) 	<ul style="list-style-type: none"> • Photography • Use of non-Explosion proof electrical and electronic equipment inside the restricted area. • Opening of energized electrical enclosure in classified area • Using of internal combustion engine • Concrete breaking • Chipping, Ripping or other cutting by impact • Vehicle entry inside the restricted area • Impact wrench • Drilling/ Grinding on GRP Lines

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6.1 Section-1 Job scope identification

Check only applicable boxes, all other should be marked as straight line


- a The Requestor/Lead Executor/Job Planner will define the type of hot work as open flame or restricted.
- b The requester will complete the task information such as Unit, Area and asset tag number where intended to work.
- c The work request number/MN# or work order number has to be filled to help in the traceability of the job
- d The location of the job & Asset tag # will be specified by the Requester.
- e All the equipment being used shall be specify and inspected and proved to be in good condition
- f A very clear and specific job description will be provided by the Requestor
- g Requester shall identify the department and section to carry out the task
- h Requester shall describe the validity of work permit based on work plan & permit issuer will agree.
- i Requester shall select the appropriate Job category.

6.2 Section-2 Associated Permits/Certificates:

- a Requirement of an electrical isolation or security bypass must be identified by asset owner 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 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 should be defined here

6.3 Section-3 Hazard Identification

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- a Based on task identified on section -1 of permit form, a risk identification part to be filled by Permit Issuer / Operations personnel and Lead Executor, they can seek the help of safety personnel if required. The Lead Executor will also assist in defining and implementing of control measures to bring the risk level to low as reasonably practicable.
- b Permit Issuer or his delegate should conduct a “job site inspection” with the Lead Executor to understand equipment worksite preparation and identify all the potential task hazards.
- c For open flame hot works in classified locations, a Job Safety Analysis should be performed before issuing a hot work permit by a team as per JSA procedure
- d A radius of 35 feet (**11m**) shall be inspected and rendered free from any flammable or combustible materials, residues or deposits. From point of hot work.
- e A vertical height of **3m above ground** level or above the point of open flam hot work, whichever is greater will be cleared of all flammable or combustible materials, residues or deposits.
- f In case the combustible materials cannot be removed they have to be appropriately covered using approved fire blankets.
- g Permit issuer should ensure that Lead Executor understand the hazards of task and related precautions.

6.4 Section-4 State of Equipment & Precaution:

- a Based on hazard identification and scope of work permit issuer will describe the safe equipment condition and other precautionary measures under this section.
- b For open flame hot work, equipment/ area to be prepared by using the cold work permit (blinding, mobilizing of equipment)
- c All the safety precautions related to equipment that need to take to render the site safe are checked by the permit issuer.
- d Lead Executor should understand the equipment safe conditions and other Precautions and he should check and ensures that all the precautions are taken are acceptable.
- e Lead Executor must communicate the hazards and its precautions to his crew workers through Tool Box Talk.
- f For open flame hot work, Lead Executor identify the requirement of Fire watch stand by and nominate the fire watch.
- g If job is performed by contractor, Lead Executor should ensure that the all the crew workers are trained and competent to perform the job safely.

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- h If additional safety management equipment are required, its responsibility of Lead Executor to arrange safe equipment.
- i If job will be performed at height/ scaffolding platform, Lead Executor should ensure that working platform is fit for purpose and certified also the platforms and ground level below should be barricaded off and warning signs provided

6.5 Section-5 Personal Protective Equipment:

- a PPE precautions are listed by plant operations/Permit Issuer and Lead Executor (in case of open flame hot work), safety can be consulted. The precautions listed must be complied with by the Lead Executor.
- b Permit issuer shall brief to Lead Executor about required PPEs and other precautionary measures for the task.
- c Permit Lead Executor ensures that he & his team fully understand the requirements of PPEs and must comply by team during execution of activities.
- d The Permit Issuer has to check and ensure that all the precautions taken are acceptable.
- e Any other precaution to be taken but not listed shall be added in the space provided.
- f Any additional PPE identified by permit issuer or other permit authority, Lead Executor have to be arranged and ensured by Lead Executor that all PPEs are applied during execution of activity.
- g Gas testing
 1. Initial gas test will be performed by field operator with calibrated and tested portable direct reading gas detector prior to start of hot work and record in permit form.
 2. If frequent gas testing is required, Permit issuer shall identify requirements. Field operator/ contractor safety officer and Lead Executor to ensure that it is being done by AGT on defined frequency. Frequent gas testing result to be recorded in separate sheet. (Appendix 10.3)
 3. For any hot work in the restricted area the LEL must be 0%
 4. Initial Gas Test result shall be recorded in table at Section-7, the hot work must commence within 30 minutes of the initial gas test, if not another gas test should be performed just before starting the hot work.
 5. The Lead Executor must ensure that gas testing shall be done prior to commencement of the hot work activity.

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6. Gas test shall be performed by Safety Agent (Authorized Gas Tester) whenever hot work needs to be done outside the restricted area.


6.6 Section-6 Review and Approval: *(only for Open Flame hot work permit)*

- a Based on Scope of work, Execution Supervisor after agreeing on the conditions/precautions (Section-3,4 & 5), work method and PPEs requirement will sign the permit
- b Head of section or his delegate will approve the hot work permit by signing the appropriate box ensuring that hazard identification, precautions, equipment status (Section-3&4) and PPEs requirement (Section-5) are sufficient for safe execution of work and the hot work does not conflict with other activities and cannot be avoided by any other alternate means.

6.7 Section 7 Issuance and Acceptance:

- a Permit Issuer shall sign the work permit to issue the permit to the Lead Executor which is based on the hazards as identified in section-3 and after taking and proving all the precautions (section-4) and PPEs/Safety equipment requirements (Section-5.).
- b The Permit Issuer will explain all the site hazards and the PPE required and the precautions to be taken to the Lead Executor of the hot work permit
- c Hot work permit cannot be signed for issuance by the permit issuer before isolating or bypassing the relevant securities.
- d In-case of open flame hot work permit, issuer must ensure that work permit is approved and authorized by Section Head and Lead Executor OR their competent delegates (next hierarchy level).
- e Lead Executor ensures 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.
- f It will be the Lead Executor responsibility to ensure that the PPEs requirements (Section-5) are followed by personnel working under his control.
- g The Lead Executor is responsible to conduct the Tool box talk and all the potential hazards explained to concerned employees.


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- h Lead Executor will ensure that LMRA to be performed before start of activity at site and 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 must inform the permit issuer.
- i After the permit issuer signature, the original of hot work permit shall reside in CCR/ Permit issuer while hard copy is handed over to permit Lead Executor. Concerned Control room will follow up with outdoor Field Operator.
- j It is the responsibility of The Lead Executor that the hard copy of the hot work permit & its associate work permits/ certificates shall be displayed at a visible place close to the location of activities or work.
- k **Field Operator authorization:**
- The Lead Executor shall contact the authorized Field Operator visit the task location to ensure that workers involved in job execution fully understand the (Section 3 &4 of work permit) PPEs and equipment requirements.
 - If Job readiness audit is mandatory for open flame hot work, field operator shall ensure its compliances before issuing the work permit.
 - Field Operator will process Job readiness audit only after the complete verification of isolation and precautions.
 - 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.
 - Field Operator will take all precautions and confirm/ demonstrate the isolation (Zero energy) OR security bypass and inform the CCR prior to handover of equipment to Lead Executor.
 - Field Operator shall ensure that second gas test is done, if initial gas test exceeds 30 mins prior to the start of job and confirm that the required parameters are within the defined limit.
 - Field Operator will sign on **permit hard copy**

Note:

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In case the Hot work is being performed outside the plant Restricted area, contractor safety officer will verify the safe conditions and sign on permit instead of field operator.

6.8 Section-9 Re-Validation & extension of Permit:

- a The permit is valid only for the **ONE SHIFT** with same conditions specified in the permit. If the job is of an extended time then Permit issuer and Lead Executor have to determine the validity based on the state of the equipment, work location and the plant.
- b Revalidation of the permit has to be done at the beginning of every shift by signing the rear of the hard copy.

Note:

Revalidation of the permit shall be done within 90 minutes of shift start, if time exceeds then new permit shall be issued

- c Revalidation of permit should be initiated by Lead Executor, conditions verified by the Permit issuer & Field Operator/ contractor safety officer.
- d A gas test must be performed by field operator before revalidating hot work permit.

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 and/or JSA are FULLY implemented at site.
- No change in the hazards associated to the job

Note:

If any of the above conditions change, re-validation should not be done and new permit shall be issued

- e Revalidation of permit can be done for a maximum of seven consecutive days (Calendar days). After 7 days, the permit has to be closed and new permit should be issued if required.
- f The Hot Work Permit Lead Executor shall be responsible for monitoring the validity and extension of the Hot Work Permit, and shall return to the Hot Work Permit Issuer for revalidation in time.

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- g **Hand over:** If work is to be carried over to another shift, the job shall be properly handed over to the next shift. The hand over shall ensure that the new crew is aware of the job, the status of the job, and any additional information in regards to the job.

6.9 Section-8 Close out & Hand back of Equipment:

- When the task is completed Lead Executor can initiate Permit closing subject to acceptance of area owner/ permit issuer.
- It is the responsibility of permit Lead Executor that proper housekeeping of the area has to be done before closing the permit
- The Field Operator must inspect the work area to ensure that area is left in the safe condition and housekeeping is done before closing the permit (only hard copy)
- Signature of lead executor and field operator ensures that permit is closed and information has been passed to CCR/permit issuer. Closure of the permit will be done on both copies.
- Cancellation of all energy isolations must be done ONLY after closing all the work permits linked with the isolation.
- If the Hot work permit is linked with other additional permits/ certificates, permit issuer should ensure that other permits are closed before taking the equipment in service.

7.0 Other Requirements:

7.1 Permit suspension and cancellation

- During execution, anyone in the work location can stop the Hot Work in case of any abnormality which could lead to injury, fire or explosion.
- If any level of LEL is detected, stop work and inform the field operator/contractor safety officer to take necessary actions and identify the root cause.
- Lead Executor/Permit Issuer shall ensure that if Hot Work is stopped due to a hazardous situation developing in the area he should suspend the permit and all tests and precautions stated on the original Hot Work Permit shall be repeated and confirmed before restarting the job.
- If the Lead Executor has to suspend the job due to unforeseen circumstance (for e.g. lack of spares), he has to leave the equipment in a safe condition and that final condition shall be acceptable to the permit issuer, only then permit can be closed.

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- e If the Lead Executor has to suspend his job due to other higher priority, he has to inform the permit issuer and leave the permit in the control room. In such cases the permit issuer can permit resumption/ continuation of job if the equipment and site conditions have not changed.
- f The active permit will become systematically suspended when any asset/equipment conditions described in the permit changed.
- g If the copy of Hot Work Permit is lost during the execution of activities Lead Executor shall immediately stop the work and approach the permit Issuer to close the permit forcibly. Lead Executor should inform the reason for force closure of permit.
- h In case of any incident related to activities performed under specific hot wok permit, Lead Executor should stop the job, inform Safety and CCR (Permit Issuer) and close the permit.
- i If the gas detector alarms or plant emergency alarm sounds at any time during the job: Stop all work, permits are cancelled automatically in both affected and non-affected areas. Refer to the Emergency Response Procedure and Action Plan for more details. Equipment must be turned off and secured as quickly as possible. Lead Executor is to notify the Permit Issuer when they are at the designated assembly point.
- j If **Changes in conditions** (such as Work method, scope of work or tools and equipment during validity of the permit, Permit Issuer and Lead Executor must review the changes and work must be stopped, If changes affect the permit conditions then new permit must be issued.

-
- 1. QAPCO Fire & Safety Representatives must inspect the job site after a work stoppage due to emergency or incident to revalidate jobs in this site.**
 - 2. Field Operator shall immediately barricade the area in case of any incident occurs, to preserve the scene for investigation purposes.**
-

7.2 Hot work general Safety Precaution:


- a NEW Open flame hot works are not permitted out of normal working hours except for emergency cases and have to be approved by the plant on call members.
- b If the hot work is performed on scaffolding a welding shelter has to be made with fire blankets to contain welding splatter with proper means of ingress and egress. The scaffolding planks shall be covered by fire blankets.
- c All vents and drains on hydrocarbon lines in the prescribed radius need to be capped.

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- d All sources of fugitive emissions like valve glands will be checked for leaks and the leaks eliminated before the hot work commences
- e All the equipment on which hot work will be performed that had combustible materials have to completely isolated, cleaned, purged, tested and inspected before hot work
- f Hot work shall not be performed in areas where flammable vapors are released during operations.
- g No hydrocarbon venting or draining shall be performed in areas where a valid hot work permit is existing.
- h Protect the area beneath elevated work locations from hot metal sparks, slag, and electrode stubs. Barricade the area or catch the slag in a wet tarp or other suitable material, as necessary.
- i Pressurized Gas Cylinders shall be kept away from radiators and other sources of heat
- j Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease; or near reserve stocks of acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire.
- k When welding or cutting in confined spaces, gas cylinders and welding power sources shall be located outside the confined space.
- l Relocation of all movable combustible fire hazards, in the vicinity of the hot work, to a safe location. All sources of combustible materials must be relocated at least 35 feet from the work site. Where relocation is impracticable, protect combustibles with flameproof covers or otherwise shield with guards or curtains.
- m Protection of ventilation ducts and conveyor systems that might carry sparks to distant combustibles.
- n Use of fire-resistant shields or guards when welding or cutting near walls, partitions, ceilings, or roofs of combustible materials.
- o Measures to be taken to prevent ignition of combustibles on either side of a metal wall, partition, ceiling, or roof, due to conduction or radiation.
- p All portable electrical power tools/ supply equipment to be equipped with human electric shock protection device (≤ 30 mA ELCB/GFCI breaker).
- q Continuous gas monitoring shall be maintained for diesel operated generator / equipment temporary operated inside the process area (if generator inside the classified area fire watch shall be standby near the equipment/ generator).

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Vehicle entry inside the plant area / restricted area Safety Precaution:

- a. No vehicle shall enter the restricted area before the approval and issuance of the hot work permit
- b. A vehicle route survey shall be conducted by the requestor/Lead executor , operations and driver for long vehicles or trailers and agreed upon before signing the permit
- c. Lead Executor must ensure vehicle driver understand the approved route and monitor his compliance
- d. Lead Executor must understand the job and risks associated with the vehicle entry
- e. The vehicle should enter the restricted area within 30min of final approval of the permit otherwise the gas test has to be performed again
- f. In the event the vehicle has to make several entries to the restricted area during the work day, the driver should follow the predefined path as indicated by the requestor and/or the operations to the driver.
- g. It is the responsibility of the requestor to inform the Area Operator and have the gas tests done during every visit of the vehicle to the restricted area.
- h. Inform to fire dept. in case of blockage of any road during the issuance of vehicle permit.
- i. If multiple vehicles are working on same scope, same destination, use same route for enter /exit and move in sequences (e.g. Concrete pouring task required multiple vehicles using same route) shall be treat as one activity and one restricted work permit can be issued with attached vehicles list.

7.3 Fire Watch Responsibilities

- a Training Requirements:
 - Additional training requirements as established by the Training Department must be completed:
 - An interview with a QAPCO Safety Department Representative after the training is successfully completed.
 - During the interview a Safety representative assesses adequacy of:
 - i. The interviewees English language comprehension.
 - ii. The interviewees understanding of QAPCO procedures, safety policies, programs and standards for discharging Fire Watch duties as appropriate.
- b The Lead Executor shall determine the fire watch for hot work. (Trained and certified Contractor staffs or QAPCO trained staff).

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- c If contractor staff is determined as a Fire Watch the contractor company name will be mentioned along with his name on “Fire Watch standby” line of the Hot work permit.
- d For all open flame hot works it is mandatory to have a dedicated Fire Watch during the whole duration of the work
- e Fire Watch must remain in the area at all times during hot work.
- f The Fire watch shall monitor the open flame hot work job site for a minimum period of 30 minutes after the job completion.
- g He must know that how to operate a fire extinguisher and be provided with an extinguisher appropriate to the type of fire that is anticipated.
- h If the Fire Watch leave the job site for any reason, he must either be replaced by another Certified Fire Watch, or the hot work shall be stopped until he returns
- i Stop all hot work if an incident occurs.
- j Fire watch must be aware of emergency alarms, reporting and response procedure.

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 and Records

- a 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.
- b All work permits are recorded in CCR for a period of one month.

11.0 Appendix:

- 10.1. Hot work permit Template
- 10.2. Vehicle Entry Route Map
- 10.3. Periodic atmosphere testing form
- 10.4. Process Flow Chart
- 10.5. Job Readiness Audit


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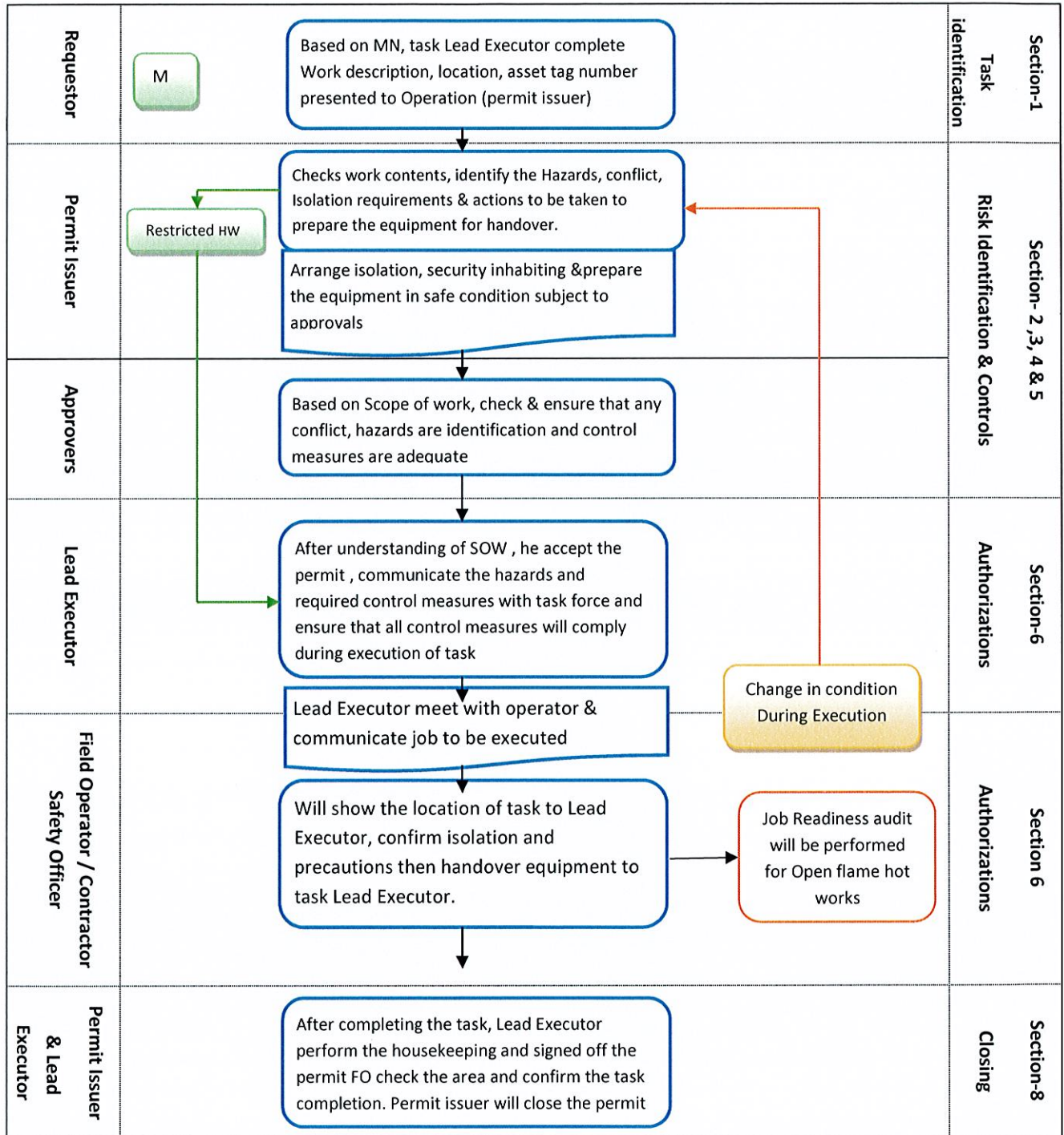
10.1 Appendix: Hot work Permit Template (F-250-HSSE-02)

10.2 Appendix: vehicle entry Route Map (F-250-HSSE-03)

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10.4 Appendix: Process Flow Chart



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