



QAPCO
شركة قطر للبتر وكيمائيات
QATAR PETROCHEMICAL COMPANY


COMPANY STANDARD INSTRUCTION


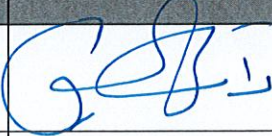

INSTRUCTION


PHOTOGRAPHY IN QAPCO MESAIEED FACILITY

Instruction Number: IN-254-SCR-06

Date of first issuance: 19th January 2010

Approved by	Name	Jonathan Cook	
	Position	Chief HSSE Officer	
	Date	15/4/18	


Rev.	Date	Prepared by	Reviewed by	
00	22/10/2018	 SECURITY CONTROLLER	 SECURITY MANAGER	 HSSE GROUP MANAGER

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Revision / Modification History:

Rev #	Rev Date	Section No.	Reason of Revision / modification
0	22/10/2018	-	This instruction replaced Photography Procedure No: PR-254-SCR-08 as per the BT requirement and renamed to INSTRUCTION FOR PHOTOGRAPHY IN QAPCO MESAIEED FACILITY and the Document Number changed to IN-254-SCR-06.
		Annex: 8.1	New Photography Permit (Notes) added
		Annex: 8.2	SPF-DIS-011-001 Photography Permit Form replaced with the new format.
		Annex: 8.3	Cold Work Permit Form replaced with the new format.
		Annex: 8.4	Hot Work Permit Form replaced with the new format.
		Annex: 8.5	Flowchart amended as per the current practice in ISM
		Annex: 8.6	Flowchart amended as per the current practice in ISM


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1. OBJECTIVE

Unauthorized photography is strictly prohibited in Mesaieed Industrial Area. This procedure defines the steps to be followed for obtaining a photography permit in QAPCO Mesaieed facilities.

2. SCOPE


This procedure applies to all types of photography that include, but not limited to, still, video and movie by any type of digital or analog cameras, industrial and/or aerial photography in Mesaieed Facilities.

This procedure does not apply to Doha office or any other QAPCO facilities situated outside MIC.

3. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1.	HSSE	Health, Safety, Security & Environment
2.	CHSSEO	Chief HSSE Officer
3.	SCRM	Security Manager
4.	Applicant	Company / Representative / Owner of the photography request.
5.	Photography Permit	A document that authorizes the holder to carry out photography jobs within the limits of Mesaieed Industrial Area issued and approved by MIC Industrial Security upon consent of QAPCO.
6.	Operational Photography	Photographs taken for operational purposes only, such as incident reporting, progress reporting, maintenance, technical references and status evaluation etc.
7.	PR Photography	Photographs taken for the purpose of publishing and/or broadcasting that includes, -not limited to- advertising, preparation of educational material, printing on public domains/dailies/magazines, electronic media broadcast, special events and public relations.
8.	Photographic equipment	Any means of image capture equipment that includes associated equipment such as camera lenses, tripod, lighting equipment and external power supply equipment.
9.	Aerial Photography	Photographs taken from an aircraft or UAV.
10.	UAV	Unmanned Aerial Vehicle
11.	Hot work permit	A permit issued by QAPCO Safety to permit photo shoot in plant area (Red area) .
12.	Cold work permit	A cold work permit is issued by QAPCO Safety to permit photo shoot in QAPCO complex outside the restricted area (Green Area).
13.	PRO	Public Relations Officer (Company Representative authorized to follow-up the official documents in MIC or ISM).

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14.	Traffic Permit	A permit issued by Safety Section allowing movement of a vehicle in restricted area.
15.	Concerned Section	QAPCO Section-in-charge for supervising and monitoring the Photography jobs on site.
16.	Contractor	A company / entity that holds a valid agreement with QAPCO to accomplish a task / group of tasks within a stipulated time.
17.	QP PR	Public Relations Department of Qatar Petroleum.
18.	ISM	Industrial Security Manager.
19.	RHoS	Regional Head of Security
20.	DC	Director, Industrial Cities. (Qatar Petroleum)
21.	GDIS	General Directorate of Industrial Security
22.	MOI	Ministry of Interior

4. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1.	PR - QSS - 130	Gate pass procedures	Photographer needs to obtain a gate pass to access QAPCO Premises
2.	IN-250-HSE-17	HSE Guideline for Traffic Pedestrian Equipment Movement	If photographers need to use a vehicle in Restricted Area they need to obtain approval from HSE for Traffic Permit
3.	PR-254-SC-11	Mesaieed Facilities Access Control Procedure	Access Regulations of persons and Vehicles to QAPCO Plant in Mesaieed
4.	QPR-DIS-011 (Rev.2)	(QP) Procedure for Photographic permits	This is the basic document for regulation of photography in QP Industrial Cities.
5.	SPF-DIS-011-001	(QP) Request For Official Photography / Photographer:	This is the basic document for regulation of Official Photography in QP Industrial Cities.

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5. ROLES AND RESPONSIBILITIES

5.1. Applicant

- 5.1.1 Fills up the Photography Request Form.
- 5.1.2 Submits for the review of the concerned section.
- 5.1.3 If the applicant is a contractor, follows up with MIC for obtaining the permit.
- 5.1.4 If the applicant is a contractor and the photography is official, follows up with QP Public Relations Department to obtain the approval.
- 5.1.5 Ensures that the photographer holds a valid gate pass to QAPCO
- 5.1.6 Ensures that the photographer has obtained necessary work permits before beginning the photography.
- 5.1.7 Ensures that the photographer has obtained a safety card in QAPCO before starting the photography.
- 5.1.8 Confirms that at least one QAPCO representative escorts the photographer during the photo shoot.


5.2. QAPCO Host Section

- 5.2.1 Verifies the photography permit, and endorses Part 3.
- 5.2.2 Forwards the endorsed form to Security for approval.
- 5.2.3 Confirms that the photographer has completed all HSE formalities before commencing the job.
- 5.2.4 Ensures that commercial photographers / film crew (with visitor status) and their equipment have adequate and appropriate insurance coverage.
- 5.2.5 Confirms that a suitable escort from the section accompanies and supervises the commercial photographers / film crew during their job.
- 5.2.6 Ensures that all captured images are verified and subsequently stored on a database of the requesting department for later auditing by MIC Security, if required

5.3. QAPCO Security

- 5.3.1 Scrutinizes the application and approves it, if found compliant.
- 5.3.2 If the applicant is a contractor, returns the approved request to the applicant.
- 5.3.3 If the applicant is QAPCO employee and the type of photography is official, submits the request to DC for approval.
- 5.3.4 The DC approved request, then sends to QP Public Relations Department (PR) for their approval.
- 5.3.5 If the approval is obtained, then approaches ISM for their approval.
- 5.3.6 For operational photography, approaches ISM for approval directly without the need for the approvals of DC and QP PR.
- 5.3.7 Once all the above approvals are obtained, the permit shall be handed over to the concerned section.

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6. METHOD

6.1. General

General Directorate of Industrial Security (MOI) has set restrictions on photography in all facilities under its jurisdiction. QAPCO is situated in MIC industrial area and is obliged to follow the guidelines of Industrial Security. Unauthorized photography is an offense in Mesaieed Industrial Area. All forms of photography by any equipment need to be authorized by obtaining a photography permit from Mesaieed Industrial Security before commencing the job.


6.2. Operational Photography (Land/Terrestrial)

- 6.2.1 The applicant shall fill in Parts 1 and 2 of a REQUEST FORM FOR PHOTOGRAPHIC PERMIT (SPF-DIS-011-001) (Annex: 2) and submit to the concerned section in QAPCO.
- 6.2.2 Concerned Section shall verify the application, complete and endorse part 3 of the form and then send to QAPCO Security for approval.
- 6.2.3 Security shall verify the application and endorse part 4 after ensuring conformity.
- 6.2.4 If the applicant is a contractor the approved request shall be handed over to the PRO of the company, to follow up the remaining steps with MIC authorities.
- 6.2.5 If the applicant is QAPCO employee, security shall obtain the approval from ISM.
- 6.2.6 Operational Photography Permit Request shall be submitted to ISM no less than 5 working days prior to the intended photography session.
- 6.2.7 Once the approval of ISM is obtained Security shall hand over the pass to the concerned section.
- 6.2.8 Photographer needs to obtain a valid entry permit through MIC Gate Pass Office in order to access QAPCO.
- 6.2.9 Photographer needs to obtain appropriate work permits and undergo other safety formalities in QAPCO.

6.3. Official Photography (Land/Terrestrial)

- 6.3.1 If the photography/filming is for purposes related to: advertising, media, educational, documentary, special events or public relations, it should be approved by QP Public Relations Department.
- 6.3.2 The applicant shall fill up a REQUEST FORM for PHOTOGRAPHIC PERMIT (SPF-DIS-011-001) (parts 1 and 2).
- 6.3.3 The request shall be submitted to the Concerned Section in QAPCO.
- 6.3.4 Concerned Section shall verify the conformity, complete and endorse part 3 of the form and forward to Security for approval.
- 6.3.5 Security shall assess the request and approve it.

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- 6.3.6 If the applicant is a contractor the approved request shall be handed over to the PRO of the company, to follow up the remaining steps with MIC authorities.
- 6.3.7 If the applicant is QAPCO employee / Section, Security shall forward the request to DC, for endorsement.
- 6.3.8 The endorsed request shall then be forwarded to QP PR for approval.
- 6.3.9 QP PR needs minimum 3 working days to complete the formalities.
- 6.3.10 If approved, QP PR shall forward a scanned copy to ISM as well as to QAPCO Security.
- 6.3.11 The approved form shall be then handed over to the requestor, in order to obtain the final approval of ISM.
- 6.3.12 The minimum number of days required to complete these processes is 7 working days.


6.4. Aerial Photography.

- 6.4.1 Aerial photography shall only be carried out from an aircraft, usually a helicopter or Unmanned Aerial Vehicle. (UAV)
- 6.4.2 The requester shall fill-up REQUEST FORM FOR PHOTOGRAPHIC PERMIT. (SPF-DIS-011-001) Annex: 1, and forward it to the concerned section in QAPCO.
- 6.4.3 Concerned Section shall verify the request, fill in and endorse Part 3 and forward to QAPCO Security.
- 6.4.4 QAPCO Security shall obtain the necessary approvals from ISM.
- 6.4.5 If the photography falls under the term Official Photography as described above (6.3), approval of MIC DC and QP Public Relation Department to be obtained before approaching ISM.
- 6.4.6 The request to be submitted at ISM minimum 7 working days prior to the intended photography session, to complete their procedures.
- 6.4.7 ISM shall forward the request to GDIS (MOI – Doha)
- 6.4.8 Office of the GDIS shall liaise with Qatar Armed Force, Doha Helicopters, Civil Aviation Department, Ministry of Interior and any other state department as necessary.
- 6.4.9 QAPCO Security shall follow up with ISM the progress of the approval process.
- 6.4.10 After obtaining the approval, QAPCO Security shall hand over the approved photographic permit to the concerned section.
- 6.4.11 The concerned section / requester shall liaise with QAPCO Safety to obtain all applicable permits.

6.5. Control Measures.

- 6.3.13 Unauthorized position and use of photographic equipment in MIC may result in the confiscation of such equipment.
- 6.3.14 Such incident will attract investigations from ISM and State Security Departments.

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7. RECORDS

- 7.1. All photography permit requests shall be filed and retained in Security for minimum 2 years.
- 7.2. Concerned Section shall keep a copy of the images taken for future references, under a Centralized Location in Public Drive accessible to QAPCO Security for auditing.

8. ANNEX

#	Document / Record ID	Document / Record name	Responsible department or section
1	Notes on Request Photographic Permit	Request Form For Photographic Permit (Notes)	Security Dept.
2	Photographic Permit Form	Request Form For Photographic Permit (Form)	Security Dept.
3	Cold Work Permit	Cold Work Permit	HSE
5	Hot Work Permit	Hot Work Permit	HSE

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8.1. REQUEST FORM for PHOTOGRAPHIC PERMIT (Notes)

Ministry Of Interior
General Directorate of
Industrial Security

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



الإدارة العامة للأمن الصناعي

الإدارة العامة للأمن الصناعي

REQUEST FORM for PHOTOGRAPHIC PERMIT(Notes & Form)

Read these explanatory notes - before completing the “QP Photographic / Filming Request Form”

PART 1 - DETAILS OF PHOTOGRAPHY / FILMING

- 1.1 Location** (of photography). The main QP locations are listed. Tick the box(es) of the area where the photography/filming is planned to take place.
- 1.2 Purpose** (of photography). Two options are available (PR & Operational). Tick the Accident/Incident box if the photography/filming is for purposes related to: Evidentiary collection or HSE Requirement. Tick the 'Operational' box if the photography/filming is for purposes related to: technical, maintenance, investigations reporting, or operational HSSE requirements.
- 1.3 Method** (of photography). Three options are listed (Aerial (Manned), Aerial (Unmanned) UAV & Land). Tick whichever are applicable. If photography/filming will be executed from an aircraft, tick 'Aerial'. If photography/filming will be executed from a UAV tick "UAV". If the photography/filming will NOT be from an aircraft or UAV, tick 'Land'.
- Notes: For aerial (Manned) photography - no Production or Refinery area may be over flown.*
- 1.4 Specific sites (per location) to be photographed.** Refer to par 1.1 above. Identify each specific location where photography/ filming is planned, e.g.: RLC Port. This information may be attached as a separate typed list, if form space is inadequate to list all intended locations.
- 1.5 Planned date(s) and time of the photography/ filming.** This aspect documents the period over which photography is to occur and it is regarded as the Photography/Filming Permit Validity Period. The 'Start Date' and 'Start Time' is for the intended first day of photography/filming. (If photography/filming is planned for one day only – complete this item only). The 'End Date' and 'End Time' is for the intended last day of photography/filming. An 'Alternate Date' option is available, as a back-up should the conditions for photography/filming over the 'Start – End' period, be unsuitable. (If this option is used, provide an alternate date only. The timing for photography/filming will remain the same as stipulated in the 'Start – End' period).
- 1.6 Provide a short summary to explain the reason for this request:** This aspect should briefly, but concisely, describe the reason why the photography/filming permission is being requested.

PART 2 - PHOTOGRAPHER DETAILS

- 2.1 Photographer and/or Support Staff Initial & Surname.** Insert person's details that will be carrying out the photography/filming activities. For this aspect - the Requesting Department is responsible to ensure that the photographer(s) and supporting staff are "who they say they are" and that photography/filming will be used for purposes as stated in par 1.6.
- 2.2 Photographer and/or support staff Qatar Id Number /or Passport Details.** Insert the identification details for each person who will be carrying out the photography/filming activities. Attach a readable copy, of the relevant supporting document, for each person.
- 2.3 Camera equipment list - Make & Serial No.** Insert for equipment that will be used for the photography/filming activities. Attach as a separate typed list – if form space is inadequate to record all items.

PART 3 - VERIFICATION AND DECLARATION

- 3.1 Requesting Department (Authorised Requestor).** Insert details for the entity initiating the request for the photography/filming and which is accountable to finalize all photographic related administration. The term 'Requesting Department' applies to: QP, Joint Ventures, Subsidiaries and Main Contractor. Therefore, any Photography/Filming Request Form must be initiated and submitted via one of the aforementioned entities. Any other entity that is not defined as a Requesting Dept, will have to approach QP, a Joint Venture, Subsidiary or Main Contractor and request them to act as a host (i.e. to support the photo request).
- 3.2 Authorized Signatory Name.** Person(s) registered with the QP Security Pass Office as an Authorized Signatory. The Authorized Signatory is responsible & accountable to verify that the information inserted in Part 1 and Part 2 of the photo application Form is correct. In addition to ensure that all required attachments are included and are readable.
- 3.3 Signature.** Of the Authorized Signatory who is registered with the QP Security Pass Office. If not registered, the application will be rejected.
- 3.4 Stamp & Date.** Of the Requesting Department, namely a QP Dept, a Joint Venture, Subsidiary or Main Contractor who are registered as such with the QP Security Pass Office.

PART 4 – ASSET HOLDER ENDORSEMENT

- 4.1 Name of Asset Holder.** Insert business name of the QP Dept, Joint Venture, Subsidiary or Main Contractor.
- 4.2 Authorizing Signature.** Is the signature of the management, who are authorized to approve such request?
- 4.3 Date.** Date of Management approval.

Note: It is the responsibility of the Asset Holder to inform their related departments on any planned photography (HSE, security, Operations etc.).
Note: Allow two (2) working days for each Asset Holder approval process.

PART 5 – QP ENDORSEMENT


5.1 – 5.6. These signature blocks are to be completed as per the stated requirement of the Purpose (1.2) & Method (1.3) of the photography/ filming request.

Notes: For Operational photography (Land) - only regional level approval is required.

For any Aerial (Manned) & UAV photography – regional & SO approval is required. Allow corporate five (5) working days for processing of Qatar Armed Forces (QAF) approval. GDIS office is mandated to facilitate the QAF approval in this regard.

Note: Any Request for UAV Photography shall be processes through SO. Such request SHALL be accompanied by an Authorisation from Qatar CAA.

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8.2. REQUEST FORM for photographic permit (FORM)



PHOTOGRAPHY PERMIT NO. : _____


PART 1 - DETAILS OF PHOTOGRAPHY / FILMING				
Instruction: To Be Completed By Requesting Department (Authorised Requestor)				
1.1 Location (Tick whichever is applicable)	1.2 Purpose (Tick whichever is applicable)	1.3 Method (Tick whichever is applicable)	1.4 Specific sites (in each location) to be photographed (Attach as a separate typed list – if more space is required)	1.5 Planned date(s) and time of the photography / filming (This constitutes PERMIT VALIDITY)
<input type="checkbox"/> RLC <input type="checkbox"/> MIC <input type="checkbox"/> Offshore <input type="checkbox"/> Dukhan	<input type="checkbox"/> Accident/ Incident <input type="checkbox"/> Operational	<input type="checkbox"/> Aerial (Manned) <input type="checkbox"/> UAV <input type="checkbox"/> Land	_____ _____ _____	Start Date: _____ Start Time: _____ End Date: _____ End Time: _____
1.6 Provide a short summary to explain the reason for this request: _____				
PART 2 - PHOTOGRAPHER DETAILS				
Instruction: To Be Completed By Requesting Department (Authorised Requestor)				
2.1 Photographer and/or support staff initial & surname	2.2 Photographer and/or support staff Qatar id number /or passport details (Attach copy of supporting document, for each person)	2.3 Camera equipment list - Make & Serial No (Attach as a separate typed list – if more space is required)		
_____	_____	_____		
_____	_____	_____		
PART 3 - VERIFICATION AND DECLARATION				
Instruction: To Be Completed By Requesting Department (Authorised Requestor/Signatory)				
<i>"I hereby verify and declare that the above details as provided are accurate and correct. I confirm that the Requesting Department shall adhere to the requirements as documented in the QP Photographic Procedures".</i>			3.1 Requesting Department:	3.4 Stamp & Date
			3.2 Authorised Signatory Name:	
			3.3 Signature:	
PART 4 - ASSET HOLDER ENDORSEMENT				
Instruction: The Requesting Department (Authorised Requestor/Signatory) To Forward To Asset Holder Management. (Attach as a separate typed list – if more space is required)				
4.1 Name of Asset Holder #1	4.2 Authorising Signature #1	4.3 Post Title & Date #1		
_____	_____	_____		
4.1 Name of Asset Holder #2	4.2 Authorising Signature #2	4.3 Post Title & Date #2		
_____	_____	_____		
4.1 Name of Asset Holder #3	4.2 Authorising Signature #3	4.3 Post Title & Date #3		
_____	_____	_____		
4.1 Name of Asset Holder #4	4.2 Authorising Signature #4	4.3 Post Title & Date #4		
_____	_____	_____		
PART 5 – QATAR PETROLEUM ENDORSEMENT				
Instruction: To Be Completed By MOI/DG and Qatar Petroleum Management				
5.1 Regional QP VP or Manager		5.2 Regional Security Department		5.5 Stamp & Date
5.3 QP President & CEO Office (Aerial & UAV Only)		5.4 Director General (Aerial & UAV Only)		
PART 6 – PHOTOGRAPHY PERMIT PAYMENT				
Instruction: To be Completed by Industrial Security department - Finance				
1.1 (Tick appropriate Box)		6.2 POS Sequence/Invoice No.		6.3 Stamp & Signature
<input type="checkbox"/> Daily Photographic Permit QR 10.00 <input type="checkbox"/> Monthly Photographic Permit QR 100.00 <input type="checkbox"/> Annual Photographic Permit QR 600.00		Date: _____		

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8.3. COLD WORK PERMIT

ALL CHECK BOXES MUST BE FILLED (✓) FOR YES, (X) FOR NO, TO BE FILLED IN CAPITAL LETTERS ONLY



COLD WORK PERMIT

NO. **A0000**

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

PLANT	UNIT / AREA	ASSET TAG NO/ NAME	MN NO. / W.O.NO
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REQUESTOR

NORMAL WORK LIGHT WORK **JOB CARRIED OUT BY:**

JOB CATEGORY:

<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:.....	TOOLS & EQUIPMENT TO BE USED <input type="checkbox"/> HAND TOOLS <input type="checkbox"/> POWER TOOLS <input type="checkbox"/> OTHERS:.....
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DETAILED WORK DESCRIPTION:.....

VALID FROM: DATE TIME REQUESTOR NAME SIGNATURE

VALID UNTIL: DATE TIME CONTACT NO. DATE TIME

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

REQUEST FOR ELECTRICAL ISOLATION ELECTRICAL ISOLATION CERTIFICATE NO: [] [] []

REQUEST FOR SECURITY BYPASS BYPASS CERTIFICATE NO: [] [] []

OTHER CERTIFICATE (SPECIFY):

3. HAZARD IDENTIFICATION (TO BE COMPLETED BY PERMIT ISSUER & LEAD EXECUTOR)

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

STOPPED ISOLATION BY BLINDS (ATTACHED LIST)

DE-PRESSURIZED ISOLATION BY LOCKED VALVES (ATTACHED LIST)

NITROGEN PURGED ELECTRICAL ISOLATION DONE

DRAINED AIR PURGED

WATER FLUSHED RADIOACTIVE SOURCE ISOLATED

STEAMED OTHERS (SPECIFY):

VENTILATED

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

INITIAL GAS TESTING MECHANICAL VENTILATION

CONTINUOUS GAS MONITORING JOB READINESS AUDIT

FREQUENT GAS TESTING FREQUENCY HEAT STRESS MITIGATION PLAN

AREA TO BARRICADE / WARNING SIGNS SPILL CONTAINMENT

NON - SPARKING TOOLS JSA REQUIRED (IF YES, ATTACH COPY)

ADDITIONAL LIGHTING ZERO ENERGY (IF YES, ATTACH COPY)

SCAFFOLDING LMRA

BONDING / GROUNDING TOOLS/EQUIPMENTS CERTIFICATE

MACHINE GUARDING OTHERS (SPECIFY):

INITIAL GAS TEST (VALIDITY: 30 MINUTES)	DATE & TIME	OXYGEN (O ₂)	FLAMMABLES (LEL)	HYDROGEN SULPHIDE (H ₂ S)	VCM (PPM)	OTHER TOXICS (PPM)
		%	%	PPM	PPM	PPM
DEVIce NO:			AGT NAME:		SIGN:	

5. PERSONAL PROTECTIVE EQUIPMENT & SAFETY EQUIPMENT REQUIRED

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

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

PERMIT ISSUER		LEAD EXECUTOR		COMPANY/ DEPT:
NAME:	FILE NO:	NAME:	FILE NO:	
DATE:	TIME:	DATE:	TIME:	
SIGN:		SIGN:		
FIELD OPERATOR/ CONTRACTOR SAFETY OFFICER				
NAME:	FILE NO:	TIME:	SIGN:	

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):

LEAD EXECUTOR		FIELD OPERATOR / CONTRACTOR SAFETY OFFICER	
NAME:	FILE NO:	NAME:	FILE NO:
DATE:	TIME:	DATE:	TIME:
SIGN:		SIGN:	
PERMIT ISSUER			
NAME:	FILE NO:	TIME:	SIGN:

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ORIGINAL = CCR, HARD COPY = WORK SITE PAGE 1 OF 2


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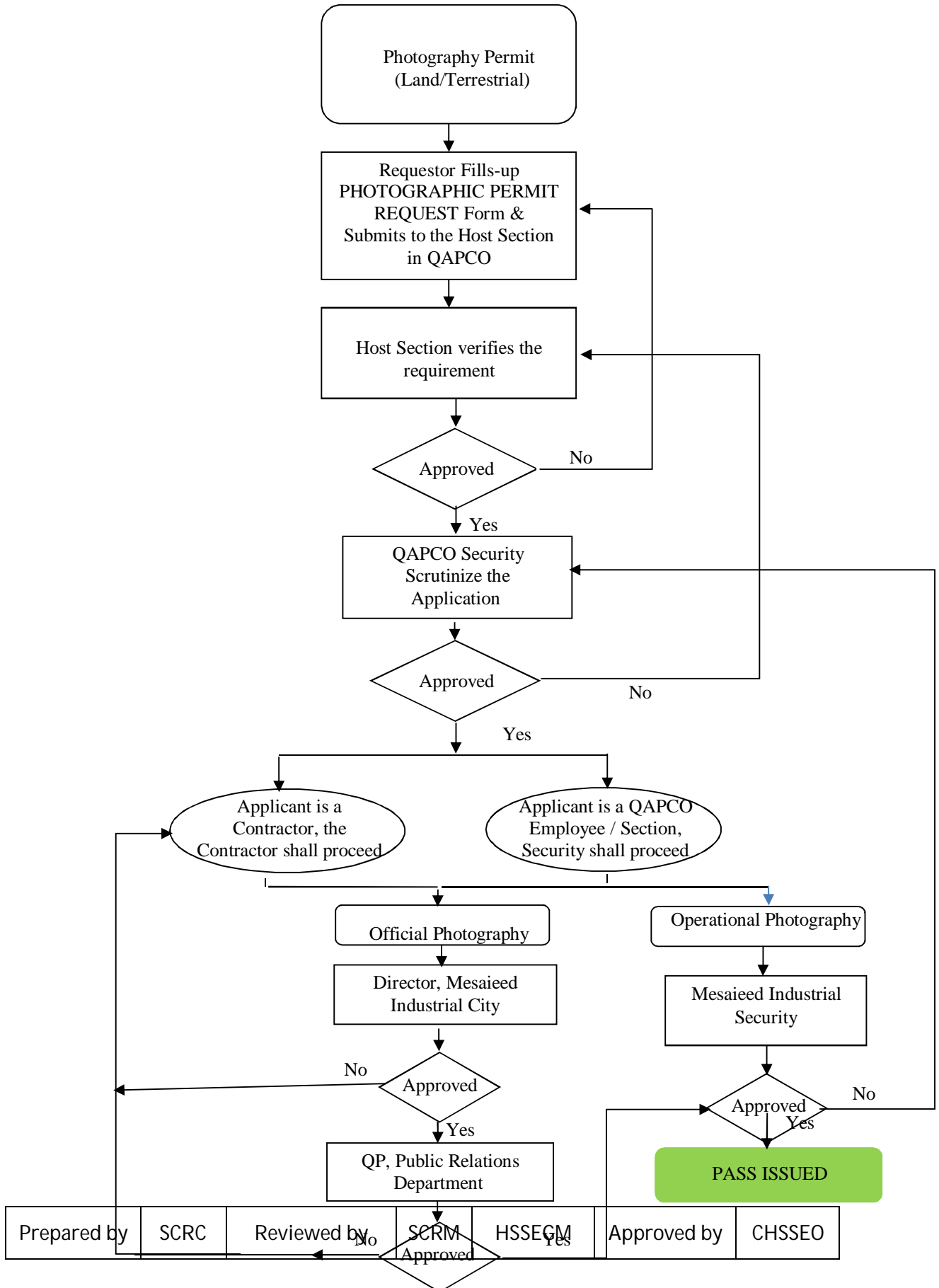
8.4. HOT WORK PERMIT


HOT WORK PERMIT							
		HOT WORK PERMIT			NO. 0000		
ALL CHECK BOXES MUST BE FILLED (✓) FOR YES, (X) FOR NO . TO BE FILLED IN CAPITAL LETTERS ONLY							
1. JOB SCOPE IDENTIFICATION (TO BE COMPLETED BY LEAD REQUESTER)							
PLANT		UNIT / AREA		EQUIP TAG NO & NAME		MN NO. / W.O.NO	
<input type="checkbox"/> RESTRICTED <input type="checkbox"/> OPEN FLAME		TO BE CARRIED OUT BY:		OPEN FLAME HOT WORK		TOOLS & EQUIPMENT TO BE USED	
JOB CATEGORY: <input type="checkbox"/> PHOTOGRAPHY <input type="checkbox"/> USE OF NON INTRINSICALLY SAFE EQUIPMENTS / TOOLS <input type="checkbox"/> OPENING OF ENERGIZED ELECTRICAL ENCLOSURE IN CLASSIFIED AREA <input type="checkbox"/> CONCRETE BREAKING <input type="checkbox"/> USING OF INTERNAL COMBUSTION ENGINE <input type="checkbox"/> OTHERS (SPECIFY):		<input type="checkbox"/> SAND BLASTING / GRIT BLASTING <input type="checkbox"/> WELDING / CUTTING <input type="checkbox"/> GRINDING / BUFFING <input type="checkbox"/> DRILLING ON METALS <input type="checkbox"/> OTHERS (SPECIFY):		<input type="checkbox"/> HEAT TREATMENT <input type="checkbox"/> FLAMING		1. 2. 3. 4. 5.	
VEHICLE ENTRY IN RESTRICTED AREA VEHICLE NO: REG NO:		DETAILED WORK DESCRIPTION:					
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: BYPASS CERTIFICATE NO: OTHER NO.S:					
3. HAZARD IDENTIFICATION (TO BE COMPLETED BY PERMIT ISSUER & LEAD EXECUTOR)							
<input type="checkbox"/> TOXIC MATERIAL <input type="checkbox"/> CHEMICAL EXPOSURE <input type="checkbox"/> STORED ENERGY / PRESSURE <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> HAZARDOUS ATMOSPHERE		<input type="checkbox"/> EXPOSE TO HEAT <input type="checkbox"/> EXPOSE TO COLD <input type="checkbox"/> EXPOSE TO HIGH NOISE <input type="checkbox"/> POOR VISIBILITY <input type="checkbox"/> RADIATION		<input type="checkbox"/> PYROPHORIC MATERIAL <input type="checkbox"/> MOVING MACHINERY <input type="checkbox"/> ROTATING PARTS <input type="checkbox"/> EQUIPMENT OPENING <input type="checkbox"/> CONFINED SPACE		<input type="checkbox"/> RESTRICTED ACCESS <input type="checkbox"/> DUST <input type="checkbox"/> SLIPS / TRIPS <input type="checkbox"/> FALLING HAZARDS <input type="checkbox"/> FALLING OBJECTS	<input type="checkbox"/> SHARP OBJECTS <input type="checkbox"/> HEAT STRESS <input type="checkbox"/> POOR ACCESSIBILITY <input type="checkbox"/> OTHER (SPECIFY):
4A. STATE OF EQUIPMENT (TO BE COMPLETED BY PERMIT ISSUER)			4B. 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"/> CLEARED FROM ANY COMBUSTIBLE MATERIAL <input type="checkbox"/> ISOLATION BY BLINDS (ATTACHED BLIND LIST) <input type="checkbox"/> ISOLATION BY LOCKED VALVE (ATTACHED LIST) <input type="checkbox"/> ELECTRICAL ISOLATION DONE <input type="checkbox"/> CLEAR FROM RADIOACTIVE SOURCE <input type="checkbox"/> OTHERS: (SPECIFY):		<input type="checkbox"/> JSA REQUIRED (IF YES, ATTACH COPY) <input type="checkbox"/> 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"/> HYDROCARBON SEWERS COVERS <input type="checkbox"/> FIRE BLANKETING <input type="checkbox"/> ADDITIONAL LIGHTING <input type="checkbox"/> FIRE EXTINGUISHER <input type="checkbox"/> SCAFFOLDING <input type="checkbox"/> FIRE WATCH STAND BY NAME: <input type="checkbox"/> FALL PROTECTION (SAFETY HARNESS)		<input type="checkbox"/> SPRAYING WATER ON THE GROUND <input type="checkbox"/> JOB READINESS AUDIT <input type="checkbox"/> LMRA <input type="checkbox"/> TOOLS/EQUIPMENT CERTIFICATE <input type="checkbox"/> USING FIRE WATER HOSE <input type="checkbox"/> HEAT STRESS MITIGATION PLAN <input type="checkbox"/> SPILL CONTAINMENT <input type="checkbox"/> ZERO ENERGY <input type="checkbox"/> GROUNDING/BONDING <input type="checkbox"/> MACHINE GUARDING <input type="checkbox"/> FLAME ARRESTOR <input type="checkbox"/> OTHERS (SPECIFY):
5. PERSONAL PROTECTIVE EQUIPMENT:							
<input type="checkbox"/> DOUBLE HEARING PROTECTION <input type="checkbox"/> FACE SHIELD <input type="checkbox"/> WELDING SHIELD <input type="checkbox"/> GUMS BOOTS		<input type="checkbox"/> HEAT RESISTANCE SUIT <input type="checkbox"/> FULL BODY HARNESS <input type="checkbox"/> LIFE LINE <input type="checkbox"/> HEAT RESISTANCE GLOVES		<input type="checkbox"/> CUT RESISTANCE GLOVES <input type="checkbox"/> WELDING GLOVES <input type="checkbox"/> DUST MASK <input type="checkbox"/> AIR LINE (SUPPLIED)		<input type="checkbox"/> SCBA <input type="checkbox"/> RESPIRATOR (ORGANIC VAPOUR) <input type="checkbox"/> ALUMINIUM SUIT <input type="checkbox"/> OTHERS:	
OTHER PARTICULAR PRECAUTIONS OR OBSERVATION:							
6. REVIEW & APPROVAL: (IN CASE OF OPEN FLAME HOT WORK)							
EXECUTION SUPERVISOR (QAPCO)				HEAD OF SECTION (PRODUCTION)			
NAME:		FILE NO:		NAME:		FILE NO:	
SIGN:		DATE:		SIGN:		DATE:	
7. ISSUANCE & ACCEPTANCE: (TO BE COMPLETED BY PERMIT ISSUER & LEAD EXECUTOR)							
INITIAL GAS TEST <small>(VALIDITY: 30 MINUTES)</small>	DATE & TIME	OXYGEN (O ₂)	FLAMMABLES (LEL)	HYDROGEN SULPHIDE (H ₂ S)	VCM (PPM)	OTHER TOXICS (PPM)	
	DEVIce NO:	%	%	PPM	PPM	PPM	
PERMIT ISSUER		LEAD EXECUTOR		COMPANY/ DEPT:			
NAME:		NAME:		FILE NO:			
DATE:		DATE:		TIME:			
SIGN:		SIGN:		SIGN:			
FIELD OPERATOR/ CONTRACTOR SAFETY OFFICER							
NAME:		FILE NO:		TIME:		SIGN:	
8. CLOSE OUT: (MAKE SURE AREA & EQUIPMENT IS SAFE AND HOUSE KEEPING DONE)							
REASON FOR CLOSING OF PERMIT		<input type="checkbox"/> END OF WORK, AREA CLEANED <input type="checkbox"/> VALIDITY EXPIRED <input type="checkbox"/> OTHERS (SPECIFY):					
LEAD EXECUTOR				FIELD OPERATOR / CONTRACTOR SAFETY OFFICER			
NAME:		COMPANY / FILE NO:		NAME:		COMPANY / FILE NO:	
SIGN:		DATE & TIME:		SIGN:		DATE & TIME:	
PERMIT ISSUER							
NAME:		FILE NO:		SIGN:		DATE & TIME:	
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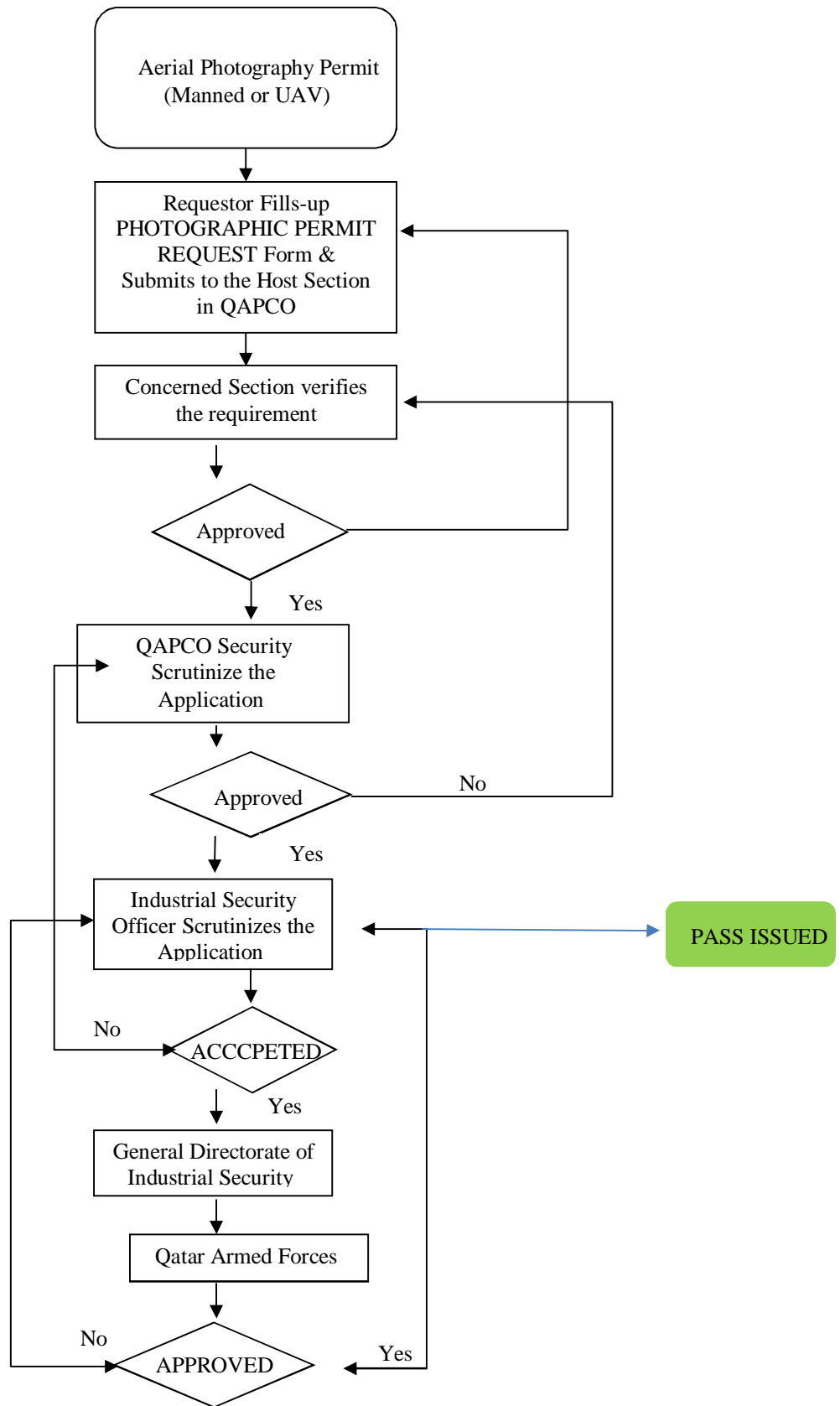
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8.5. FLOWCHART 1 – LAND/TERRESTRIAL PHOTOGRAPHY



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8.6. FLOWCHART 2 – AERIAL PHOTOGRAPHY



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