

SOP 09 – Work permit system

S09.1 Purpose

This procedure has been designed to ensure that a safe system of work has been defined for the task so that work may be accomplished in a legal, safe environmentally acceptable and efficient way.

S09.2 Scope

This standard applies to all sites of EESL's programs activities. It applies to all installation, storage, construction, demolition as well as non-routine high risk process activities like electrical maintenance, and any non-routine activity in a high risk areas like fuel storage area or hazardous waste collection and storage area.

S09.3 General rules for implementing work permit system

The following general rules are to be followed:

- Only persons who have been trained and authorised shall issue, authorize or accept Work Permit (WP).
- Only work, which is specified on the WP, shall be undertaken.
- For jobs of long duration, as far as practicable, the WP shall cover only a particular phase of the task at a time, that can be fully specified and to be completed within the duration mentioned in the Permit.
- If work requires isolation across operating boundaries, a separate isolation WP shall be issued as evidence that the task can proceed.
- The period of validity for a WP in defined areas within a site shall be the estimated time for the completion of the job, but no more than 8 hours or the period during which the Issuer / Engg. Officer is present at site. Work beyond this period shall be re-authorised by the respective Reliever(s) after re-assessment of the job location.
- An Acceptor needing to continue with the job into the next shift/period must be asked to contact the Issuing Plant in the next shift and ensure the validity is extended provided that no change has taken place in the conditions stipulated in the permit.
- The permit issued on a particular day may be extended, if required, only for the shifts on that particular day. For work extending beyond the day and to continue on the next day(s) a fresh permit shall be issued.
- In accepting a WP the Acceptor must
 - a) understand the scope of work to be carried out, read the permit and
 - b) understand the isolations/preparations made
 - c) visit the Site with the issuer/engineering officer if necessary
 - d) sign the permit and retain the first COPY

S09.4 Responsibility for implementing the work permit system

While the responsibility of implementing the procedure lies on all EESL personnel, employees of the vendor, contractor and their supply chain actors, specific responsibilities have been allotted, keeping the significance of the standard in mind.

S09.4.1 Project head/in-charge/owner

The project owner will have the following specific responsibilities

- Nominate managers (department or functional heads) who have authority to appoint persons who may issue or accept WP in their areas of responsibility
- Define the plant area boundaries within which their teams will issue WP
- Issue a register of any specific tasks exempted from this procedure in their areas of responsibility, after consultation with the Safety representative and concerned managers
- Carry out random checks on WP issued

S09.4.2 Vendor/Contractor Safety Representative

The EHSS officer or the safety representative of the vendor/contractor should

- Be responsible for imparting the training on WP system and upkeep of the training packages. The training packages must be based on this Standard.
- Conduct internal system audits on WP at least once two months and report findings to the management team at site.

S09.4.3 Issuer of Work Permit

The issuer of the work permit should

- Be responsible for determining the nature and extent of the job to be carried out, possible hazards and the necessary precautionary measures to be taken prior to issuing the permit.
- Ensure that necessary isolations are carried out
- Provide acceptor with necessary Method Statements / Risk Assessments (where applicable)
- Take assistance of maintenance manager/officer in carrying out above responsibilities in case of an engineering job
- Ensure that necessary precautionary measures are taken prior to authorizing the permit.
- For jobs directly under charge of the Issuer, the Issuer of WP shall ...
 - a) Select competent people for the job
 - b) Be responsible for explaining the safe Work Method to the persons carrying out the job provide them with proper tools / PPE
 - c) Be overall responsible for the job.

S09.4.4 Acceptor (& the Contractor Supervisor) of the Work Permit

The acceptor of the work permit should

- Assist the issuer / maintenance officer in hazard identification and developing Method Statement (if required)
- Provide the issuer / maintenance officer the names of all persons carrying out the job

- Be responsible for explaining fully to his subordinates the nature of the hazards involved in carrying out the task and any precautions necessary to protect others who may be in the area
- Ensure that the nature and extent of the work does not differ from that described in the permit and that all persons under his control understand the precautions that they are required to take

S09.5 System Audit for checking effectiveness of the WP system

It is very essential to understand the effectiveness of the work permit system and this can be achieved through regular system audits.

- The Site Safety representative or EHSS department shall conduct formal audit of WP system covering all defined areas at site, at least once in a month, to confirm its appropriateness and full compliance to all provisions of this Standard.
- The audit shall be carried out using a checklist developed based on this Standard. Formal audit reports shall be prepared and appropriate corrective actions identified
- The EHSS department head and project head shall personally carry out random checks of Work permits records.

S09.6 Records and documentation to be maintained for WP system

The following documentation / records shall be regularly updated and retained for the times indicated.

- a) Records Retention Time Location
- b) Closed WP - 3 month
- c) System Audit Reports & Action Reports of last 2 years.

History of amendments

The latest versions of the Documentation Format must be used at all times. This page needs to be updated whenever there is a change in the version number of the documents.

S. No	Date of amendment	Version	Details of amendment
1.	DD.MM.YYYY	01	Initial approval of the documentation format

Prepared by

Approved by