	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p>13.0 USE OF PERMIT TO WORK CHECKLIST</p> <p>ON THE JOB TRAINING</p>	<p>OJT : 013</p> <p>Page : 1 of 5</p> <p>Date : 07-Nov-25</p> <p>Rev : 10.1</p> <p>Appr : DPA</p>
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VESSEL : _____

DATE : _____

Training: Use of Permit to Work Checklist


- Open form 3.3.1 – Permit to work
- Click “ Enable content”
- Place an “X” in the Box in the Permit Generator section for each type of work to be completed (use delete to remove). This will generate your complete permit

Example : Hot work permit

Instructions - Permit generator											
Place an X in the Box in the Permit Generator section for each type of work to be completed (use delete to remove). This will generate your complete permit											
Operational instructions for specific sections will be shown as required - when created the permit should be printed and the printed copy becomes the original											
Permit Generator - Place an X in the box to generate your permit											
1. Hot work		Electrical Work		7. Overside		10. Asbestos work		13. Lifeboat			
2. Enclosed Space		Machinery		8. Pump Room entry		11. Diving operation		14. Critical Equip			
3. Work Aloft		Pipeline		9. Lift Maintenance		12. Crane Lifting		15			
Atmosphere checks									Element count 0		
Operational Details											
Vessel				Permit Number				2016441355			
Work Location											
Description of work											
Period of Validity											
From		HH:MM	On	DD/MM/YYYY	To		HH:MM	On	DD/MM/YYYY	(max Validity of 8 hours)	

Use the down arrow key and select “X” or Type “X” in the box

Permit Generator - Place an X in the box to generate your permit											
1. Hot work	X	Electrical Work		7. Overside		10. Asbestos work		13. Lifeboat			
2. Enclosed Space		Machinery		8. Pump Room entry		11. Diving operation		14. Critical Equip			
3. Work Aloft		Pipeline		9. Lift Maintenance		12. Crane Lifting		15			
Atmosphere checks									Element count 1		
Operational Details											
Vessel				Permit Number				2016441347			
Work Location											
Description of work											


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Complete Hot work permit will be generated.

HOT WORK		Yes	No						
Has Hot Work authorisation been received from, Unicorn Office and attached with this permit									
Arrangements been made for regular atmosphere testing and recording initial records to be recorded Below									
Is work being carried out in an enclosed space or a space that becomes enclosed (see list) if yes complete checks									
Are fire hoses and extinguishers in position and ready for use									
Is continuous fire watch of adjacent spaces maintained									
Is Stand-by man available and in contact with OIC/Officer or Duty Engineer									
Is area clear of combustibles and dry? (No wax, Sludge, oil)									
Is the work area adequately illuminated									
If hot work is going to be carried out on bulkheads and webs has combustibles on other side of work been moved away									
Have special precautions been taken to avoid accidental operation of automatic fire detection system									
Is work area at least 3m from F.O. tanks									
Is area beneath hot work location cleaned out to 15m?									
Have the condition of bilges and other areas which may be subject to heat, directly or indirectly from the operation checked and p									
Are all ventilator and access openings in the immediate vicinity of the working area being closed?									
Are gas and liquid lines to area being blanked									
Have heating coils been blown through									
Have valves been secured shut, lashed and tagged? Lockout/Tag out procedure is optional									
Are cargo tanks fully inerted or gas-free if applicable									
Have all tank emissions been stopped if applicable									
Have all cargo operations ceased if applicable									
Has the work piece been moved on poop deck if applicable									
Fire resistant tarpaulins suspended beneath work - if applicable									
Is operator properly trained and wearing correct safety gear									
Is operator familiar with safety procedure									
Equipment checked and in good condition (no damage)									
Is user competent in use of equipment									
Are all persons in team aware of how and when to use equipment emergency stops									
Atmosphere Testing		Yes	No						
Is the work area being adequately ventilated									
Have arrangements been made to continue ventilation of the space during occupancy and during breaks									
Has the atmosphere in the working area been tested if applicable? And is there continuous monitoring of the atmosphere for explosive gases									
Minute	Oxygen (%)	Hydrocarbon gas (%LEL)				Toxic gas (Name/PPM)			
Hour	15 30 45 60	15 30 45 60	15 30 45 60	15 30 45 60	15 30 45 60	15 30 45 60			
0									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Are gas monitors deployed & operating									
Maximum time between testing interval - recommended continuous but no more than 15 minutes intervals									
Max Time									


Example : Enclosed space permit

Permit Generator - Place an X in the box to generate your permit									
1. Hot work		4. Electrical Work		7. Overside		10. Asbestos work		13. Lifeboat	
2. Enclosed Space	X	5. Isolation of Machine		8. Pump Room entry		11. Diving operation		14. Critical Equip	X
3. Work Aloft		6. Pipeline		9. Lift Maintenance		12. Crane Lifting		15	
Atmosphere checks:							Element count 2		
Operational Details									
Vessel					Permit Number		2016441352		
Work Location									
Description of work									
Period of Validity									
From		On	To		On	(max Validity of 8 hours)			
HH:MM			DD/MM/YYYY			HH:MM		DD/MM/YYYY	

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Complete Enclosed space entry permit will be generated

5	Are all participants wearing PPE																																																																																																																																																		
6	Atmosphere Testing		Yes	No																																																																																																																																															
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8	Have arrangements been made for the ventilation of the space during occupancy and during breaks?																																																																																																																																																		
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6	Enclosed Space Entry		Yes	No																																																																																																																																															
7	Lockout/Tagout procedure completed																																																																																																																																																		
8	Has the space been segregated by blanking off isolating all connecting pipelines																																																																																																																																																		
9	Space protected from accidental entry (Stanchions or Roped off warning notice posted)																																																																																																																																																		
0	Arrangements been made for regular atmosphere testing and recording - initial records to be recorded above																																																																																																																																																		
1	Are emergency evacuation procedures established and understood																																																																																																																																																		
2	Is rescue and resuscitation equipment deployed at entrance																																																																																																																																																		
3	BA sets and escape set																																																																																																																																																		
4	Personal rescue equipment																																																																																																																																																		
5	Gas detection equipment and system																																																																																																																																																		
6	Has a person been designated to stand by the entrance and monitor people on the space - entry record print entry record																																																																																																																																																		
7	Name	Rank																																																																																																																																																	
8	Personnel Protection		Yes	No																																																																																																																																															
9	Is adequate illumination provided																																																																																																																																																		
0	Chemical light available to entry personnel, for emergency use																																																																																																																																																		
1	Has the space been cleaned, where applicable																																																																																																																																																		
2	Entry control in place - recording who is in the space (Bridge, ECT, CCR as applicable)																																																																																																																																																		
3	Has the Duty Officer (Bridge, EIR, CCR) been advised of the entry																																																																																																																																																		
4	Has a communication system been established with regular contacts at intervals not exceeding 15 minutes																																																																																																																																																		
5	Are personal gas monitors and automatic distress signal units ready for deployment?																																																																																																																																																		
6	All Personnel aware that the space must be vacated immediately in the event of ventilation failure or if the atmosphere tests show a change from agreed safe criteria																																																																																																																																																		
7	Breathing apparatus and other equipment		Yes	No																																																																																																																																															
8	Those entering the space are familiar with the breathing apparatus to be used																																																																																																																																																		
9	The breathing apparatus has been tested as follows:																																																																																																																																																		
0	Gauge and capacity of air supply																																																																																																																																																		
1	Low pressure audible alarm if fitted																																																																																																																																																		

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Example : Work aloft permit


Instructions - Permit generator Place an X in the Box in the Permit Generator section for each type of work to be completed (use delete to remove). This will generate your complete permit Operational instructions for specific sections will be shown as required - when created the permit should be printed and the printed copy becomes the original									
Permit Generator - Place an X in the box to generate your permit									
1. Hot work		4. Electrical Work		7. Overside		10. Asbestos work		13. Lifeboat	
2. Enclosed Space		5. Isolation of Machines		8. Pump Room entry		11. Diving operations		14. Critical Equipment	
3. Work Aloft	X	6. Pressure vessel/pipeline		9. Lift Maintenance		12. Crane Lifting		15	
Atmosphere checks:								Element count 1	
Operational Details									
Vessel				Permit Number		2016441354			
Work Location									
Description of work									
Period of Validity									
From		HH:MM	On	DD/MM/YYYY	To		HH:MM	On	DD/MM/YYYY
(max Validity of 8 hours)									

Complete work aloft permit will be generated

Working Aloft			Yes	No
Is Stand-by man available and in contact with the OOW				
If working near by Aerials / Radars / Whistle -Lockout/Tagout procedure done				
Has equipment been inspected and confirmed to be in good order				
Gant-lines				
Stages				
Lizards				
Harness and Belt				
Ensure that personnel working in the vicinity areas where they may be subjected to exhaust fumes are wearing proper respiratory				
If crane is used to suspend personnel, ensure that a crane has a current certification and work platform is approved by proper inst				
If Hot work will be performed aloft, have safety staging lines been replaced by wire lines.				
Has rope properly chosen and certified				
Safe securing positions identified and hammer tested				
Warning sign posted "Danger Men Working Aloft"				
Is the area below the work scope roped off				
Weather conditions suitable for planned operation				
Duty Engineer informed of operation				
Ensure all tools are attached to personnel with preventer lines; / have lanyards attached are firmly secured before removal from the				
If using a portable ladder is it fit for purpose?				
Is the portable ladder located and secured correctly? Horizontal base, between 60-75 deg., clearances behind rungs, extends 1m				
If staging is to be utilised has it been checked by a Competent Person?				
If you are using ordinary plank stage, do you insure ensure that the materials are strong enough for the job and free from defect.				
Lock Out Tag Out (LOTO) Equipment Used				

Note : Only boxes highlighted in YELLOW can be entered on computer.

For completing all other items, the checklist has to be printed and the items to be entered in ink.

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Above read and understood:

Master:

CO

2O:

3O:

CEO

2EO

3EO

4EO