



LEAFLET 18

PERMIT TO WORK

AMENDMENT RECORD

Amend No	Date	Text Affected	Authority and Date
01	11/05/10	Scope modified and reference to JSP 482 chapter 18 added to related documents	DBR SSDC Safety 3 11/05/10

REVISION NOTE**HISTORICAL RECORD**

Original Leaflet was introduced in October 2001.

Revised April 2010.

LEAFLET 18

PERMIT TO WORK

Contents

FOREWORD

1. Scope
2. Introduction
3. When should a Permit to Work be used?
4. Roles and Responsibilities
5. Records
6. Related Documents

Annexes:

- A. Permit to Work (template)
- B. Register of Permits to Work
- C. Is a Permit to Work Required - flowchart

FOREWORD

This leaflet is published under the authority of the Chairman of the Defence Occupational Health and Safety Board (OHSB). This leaflet is for application across all areas of MOD and the Armed Forces and reflects any recent changes in legislation and or MOD practices.

1. SCOPE

1.1 This leaflet provides guidance on the use of Permits to Work (PTW) to manage the risks arising from hazardous activities on MOD Establishments, vessels, aircraft, and land vehicles etc. for activities where high level of risk remain and which are not already covered by a Permit to Work procedure in JSP 375 Volume 3, Volume 2 Leaflet 34 (4C System - The Management of Visiting Workers and Contractors) or any other JSP.

1.2 The implementation of JSP 375 Volume 3 is mandatory and therefore Permits to Work required in Volume 3 take primacy over the guidance contained in this leaflet.

2. INTRODUCTION

2.1 The MOD has a statutory duty, to provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health; for high-risk activities, this may involve setting up a PTW system. The harmonisation of PTW systems between different locations will

provide a familiar format and assist personnel moving between locations to understand the required controls and procedures to manage high risk activities. It is therefore recommended that all new PTW systems or the revision/review of existing PTWs use the guidance and templates contained within this leaflet.

2.2 A PTW is an effective means of controlling hazardous work activities and is a legal requirement; is a formal written authority to a named competent person to closely control an activity or process, to which, following a risk assessment and the formulation of a safe system of work or a method statement, a high level of risk still exists. A PTW is the formalisation of a safe system of work but is not a guarantee of absolute safety.

3. WHEN SHOULD A PERMIT TO WORK BE USED?

3.1 A PTW shall be used whenever it is intended to carry out any work which may adversely affect the safety of personnel, the environment or plant and equipment where assessment and the existing safe system of work do not fully mitigate the level of risk. A PTW is normally used as one of many control measures for activities such as maintenance work.

3.2 It is also advisable to use PTWs when two or more individuals or groups of people, perhaps from different trades or different contractors, need to co-ordinate their activities to ensure that they do not compromise the safety of each other; each will be issued with a permit. This will apply equally when there is a transfer of work and responsibilities from one group to another.

4. ROLES AND RESPONSIBILITIES

4.1 Commanding Officer/Head of Establishment (CO/HoE)

4.1.1 The CO/HoE is responsible for the appointment of Sanctioning Officers (SO) and must satisfy themselves that the SO is competent and has sufficient knowledge and experience of the task, hazards and potential risks involved with the activity to evaluate and sanction the PTW on their behalf. The SO shall be issued with a letter of authority or Terms of Reference (TORs) defining the types of PTW that they are authorised to sanction. A process shall be put in place to ensure that no more than one SO shall be on duty in any one shift to sanction each type of PTW.

4.2 Line Manager (LM)

4.2.1 The LM (owner of the task) is responsible for ensuring that a risk assessment has been undertaken prior to requesting a PTW to be raised and that a suitable safe system of work/method statement has been drafted by a competent person (seeking specialist advice if necessary). The LM shall ensure that all controls measures have been implemented and that when the PTW is issued that they are confident that the risks are as low as is

reasonably practicable (ALARP) and acceptable for the work to commence on the designated task, area or plant for the time specified.

4.3 Sanctioning Officer (SO)

4.3.1 The SO shall have suitable knowledge, experience and the authority to take action (e.g. refuse to issue, withdraw, or close a PTW) as necessary. Before issuing the permit, the SO is to be satisfied that suitable risk assessments and safe systems of work etc. have been developed and all necessary precautions have been taken, and in conjunction with the Line Manager, that any work activities that may interact are identified and de-conflicted. The PTW shall only be valid when signed by the SO giving their authority to proceed (section 5 of the permit at annex A) and must be signed off by the SO when the activity has been completed or work ceased (section 8 of the permit at annex A).

NOTE: THE SANCTIONING OFFICER IS THE ONLY PERSON WHO IS AUTHORISED TO SIGN FOR AUTHORITY TO PROCEED AND THE SANCTIONING OFFICER'S DECLARATION (PARTS 5 & 8 ON ANNEX A).

4.3.2 The SO shall periodically monitor PTW tasks to ensure that the conditions of PTWs are complied with.

4.4 Person in Charge (Supervisor)

4.4.1 The PTW will be issued to the person in charge (PiC), who must be competent, understand and agree to the conditions of the permit. Such persons could be employees and or contractors - the same standards of competency and understanding will apply. The PiC will be the person who physically supervises the task/activity and shall accept the responsibility for ensuring compliance with the requirements of the PTW by signing a declaration (section 6 of the permit at annex A). They are responsible for directly controlling the task as detailed on the PTW and must always be present at the location where the activity is being carried out and able to provide close supervision for the duration of that activity.

4.4.2 The PiC must ensure that they are fully conversant with, and able to ensure compliance with the conditions set out in the PTW and all documentation associated with the task, that the PTW is displayed at the point of work, and that all members of the team are fully briefed, competent and adequately trained to carry out the task.

4.4.3 The PiC shall ensure that any additional actions required by the PTW are in place including additional emergency arrangements and that all necessary safety and emergency equipment is available, suitable and safe for use before commencing the task and that only the task detailed on the PTW is carried out. If the conditions of the PTW cannot be met work must stop immediately and all personnel withdrawn, and when safe to do so, all tools, plant and equipment and the area made safe.

4.4.4 If the PiC leaves the point of work, the task must be stopped and the area made safe until they return.

4.4.4 The PiC will ensure that “others” directly affected by the activities of the PTW have been briefed to ensure they are aware of the hazards and control measures and are subsequently kept informed of any changes of the task.

4.4.5 If the task is not completed within the specified working time, the task must be stopped, the area made safe and the permit closed. A new permit shall be raised and issued to the next PiC taking over the responsibility for the task when work is to resume as the permit is issued to the individual PiC not the task.

NOTE: UNDER NO CIRCUMSTANCES CAN THE SAME PERSON CARRY OUT THE DUTIES OF THE SANCTIONING OFFICER AND BE THE PERSON IN CHARGE OF THE TASK/ACTIVITY. (PARTS 5, 6 & 8 OF ANNEX A)

5. RECORDS

5.1 Ships/Units/Establishments where a PTW system is in place shall maintain a register of PTWs (example template at Annex B). Completed PTWs and Registers are to be retained as follows:

5.2 The Register of PTWs is to be retained for a minimum of three years following the last entry.

5.3 The original signed copy (working copy) of the PTW is to be issued to the PiC and a copy retained by the SO for the duration of the task. Upon completion of the task the original (working copy) will be returned to the SO who will complete and signed off the PTW. The original (working copy) will be filed together with any associated unique supporting documentation and retained for a minimum of three years.

6. RELATED DOCUMENTS

6.1 The following documents should be consulted in conjunction with this leaflet:

JSP 375:

- a. Volume 2, Leaflet 39 – Health and Safety Risk Assessment
- b. Volume 3, Chapters 2 to 8

JSP 482:

- a. Part 3 Operating & Management, Chapter 18

Permit to work

Permit Serial No:.....

Date.....

PART 1 - GENERAL

Ship/Unit/Establishment	
Location of person responsible for the task	
Location of the task	
Activity	
Validity of PTW	From: : hrs on (date)
(to be completed by the Sanctioning Officer)	To: : hrs on (date)

PART 2 - TASK TO BE CARRIED OUT

Description of the equipment or system and activity or tasks to be carried out:

PART 3 - CROSS-REFERENCED DOCUMENTATION

List all associated Risk assessments, PTWs, Safe Systems of Work, Method statements, or Maintenance procedures.

PART 4 – HAZARD IDENTIFICATION AND CONTROL MEASURES

The following residual hazards exist or have been introduced to this task and the listed control measures are to be implemented (include PPE requirements).

Hazard:

Control measure:

PART 5 – AUTHORITY TO PROCEED BY SANCTIONING OFFICER

I have reviewed all aspects of the task/activity and am satisfied with the arrangements as detailed in the “Safe System / Method Statement” have been put in place and certify that the activity/process detailed at Part 2 is authorised to proceed.

Signed _____

Name

Rank/Grade

Appointment

Date

Time

PART 6 – TASK ACCEPTANCE BY THE PERSON IN CHARGE

I certify that I am competent to carry out the person in charge function and have read and fully understand the documentation associated with the task and listed at Part 3. I am satisfied that those personnel who will be employed on the task are properly equipped and understand the safety and emergency procedures to be followed and are competent to carry out the task.

Signed _____ Name _____

Rank/Grade _____ Appointment _____ Date _____ Time _____

PART 7 - TASK COMPLETION/TASK STOPPED BY THE PERSON IN CHARGE

I certify that the task/activity detailed at part 2 has been:- (* delete as applicable)

*a. Completed

*b. stopped/suspended. The task was stopped/suspended at ___:___ hrs on the _____(date). Details of the reasons for stoppage/suspension are detailed at part 9 complete with details of what arrangements have been put in place to make safe and isolate and prevent all unauthorised access to the activity/process.

Signed _____ Name _____

Rank/Grade _____ Appointment _____ Date _____ Time _____

PART 8 – SANCTIONING OFFICER’S DECLARATION

I certified that this permit to work is cancelled and that the task/activity detailed at part 2 has been:- (* delete as applicable)

*a. Completed at ___:___ hrs on the _____(date).

*b. Stopped/Suspended. I concur that the task was stopped/suspended for the reasons detailed at part 9 and agree with the arrangements that have been put in place to prevent unauthorised access. This permit to work is now cancelled and all further work will be authorised on Permit to

Work serial No _____

Signed _____ Name _____

Rank/Grade _____ Appointment _____ Date _____ Time _____

Permit to work

Permit Serial No:.....

Date.....

PART 9 – WORK STOPPED/SUSPENDED BY PERSON IN CHARGE

a. The task detailed at Part 2 has been stopped/suspended for the reasons listed :

b. The following arrangements have been put in place to make safe and prevent unauthorised access to the work area, and interested parties notified of any safety-related implications of the work stopping e.g. electrical supplies or other services remaining isolated:

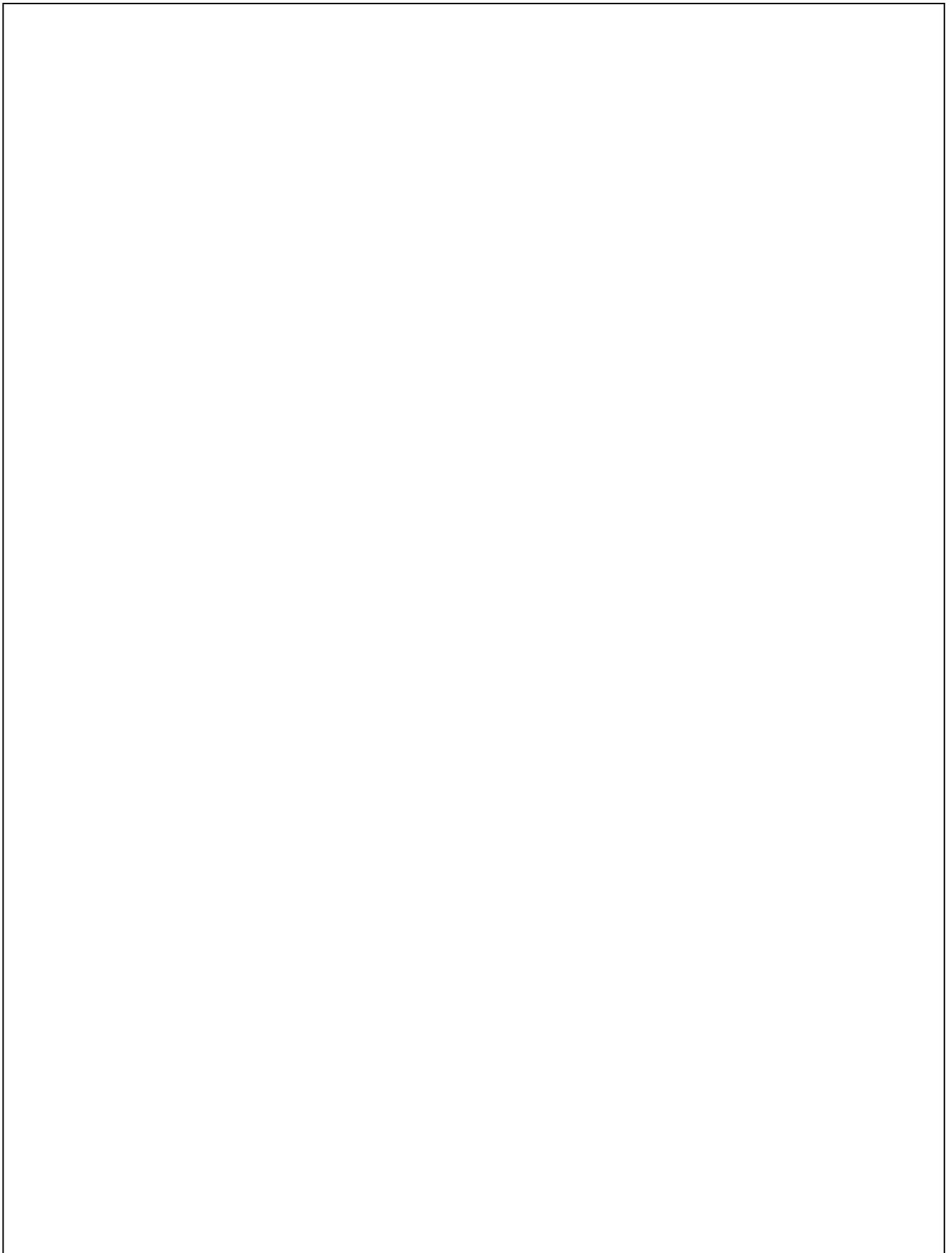
Certified by the person in charge.

Signed: _____ Name: _____

Rank/Grade: _____ Appointment: _____

Date: _____ Time: _____

DRAWING / SKETCH



IS A PERMIT TO WORK REQUIRED?

FLOWCHART

