(ENTRY PERMITS ARE VALID FOR ONE SPACE ONLY - A SEPARATE PERMIT MUST BE ISSUED FOR EACH SPACE TO BE ENTERED - PERMIT MUST BE POSTED AT ENTRY OF SPACE FOR DURATION OF OPERATION)

Permit for entry into: _____			
From: _____ hrs.	Date: _____	To: _____ hrs.	Date: _____
Maximum validity: 8 hours. NOTE: If personnel exit and leave space unattended, this permit is VOID and re-inspection is required			
Last cargo (if applicable otherwise note N/A): _____			
Reason for entry: _____			

PRE-ENTRY PREPARATION PROCEDURES (TO BE CHECKED BY THE MASTER OR NOMINATED RESPONSIBLE OFFICER)

	Done	
Decide if necessary and if so, arrange for space to be cleaned		
A relevant Risk Assessment has been produced and discussed. RA Code Number (from RA Library, if applicable): _____ (Attach relevant form)		
Are all risk mitigating measures derived from the Library RA implemented?		
Are any additional risk mitigating measures further to those included in the Library RA? If yes, describe: _____		
If applicable segregate space by blanking off/isolating all connecting pipelines (Cold Work Permit required) and/or electrical power/equipment		
If applicable secure all valves on pipelines serving the space to prevent accidental opening		
The space is thoroughly ventilated by mechanical means		
Ensure a safety harness with lifeline, tested positive pressure breathing apparatus, resuscitator, fully charged safety torch are readily available for use		
Are emergency and tank rescue provisions taken in account?		
Have all participating personnel been undertaken relevant training and drill participation?		

CALIBRATE/CHECK TEST EQUIPMENT

(Atmosphere must always be tested by portable equipment even if fixed detection system is available. Remember to make an entry in the Portable Test/Measuring Equipment Record Book)

INITIAL TESTING OF ATMOSPHERE IN THE SPACE

Ventilation must be stopped for approximately 10 minutes before pre-entry atmosphere tests are taken and recorded

Atmosphere samples must be taken from several depths and through as many openings as possible

A RECORD OF ATMOSPHERE TEST READINGS MUST BE ENTERED IN RELEVANT SECTION ON NEXT PAGE

REQUIRED CONDITIONS

Oxygen	20.9%
Hydrocarbon LFL	less than 1%
Presence of any toxic gas should not exceed the 50% of its Occupational Exposure limit (OEL*)	
More specifically: **Toxic Gases:** • Benzene (PEL ≤1ppm) • Hydrogen sulphide (PEL ≤5ppm) • Mercaptan (PEL ≤0.5ppm) • Sulphur dioxide (PEL ≤2ppm) • Carbon monoxide (PEL ≤25ppm) • Carbon dioxide (PEL ≤ 0.5% Vol / 5,000 ppm) • Nitric oxide (PEL ≤25ppm) • Nitrogen dioxide (PEL ≤3ppm) • Chlorine (PEL≤0.5ppm) • Hydrogen _____ • Other _____ (see IMDG Code and ISGOTT for Tankers)	

* The term Occupational Exposure Limit (OEL) includes the Permissible Exposure Limit (PEL), Maximum Admissible Concentration (MAC) and the Threshold Limit Value (TLV) or any other internationally recognised term.
Testing for specific toxic contaminants, such as benzene, hydrogen sulphide etc., should be undertaken depending on nature of previous contents of the space (MSDS of previous space's contaminant to be taken also into consideration)

In situations where the permit issuance is not considered sufficient for safe entry, taking in account the Risk Assessment results, the implementation of mitigating measures and the atmospheric readings, any attempt for entry should be cancelled and the Company informed for further instructions.

If required conditions are not met at this or any other stage of the operation this permit is automatically CANCELLED and the matter must be immediately brought to the attention of the Master who will decide what action is to be taken.

PROCEDURES TO BE FOLLOWED BEFORE ENTRY INTO SPACES THAT HAVE BEEN TESTED & FOUND SAFE

(To be checked by Master or nominated Responsible Officer)

	Done
Arrange for the space to be continually ventilated while occupied and during work breaks	
An attendant has been appointed to be constantly standby at the entrance to the space	
Arrange for frequent atmosphere checks while space is occupied and after each work break Frequency: at intervals not exceeding 30 minutes and immediately after any work break Records of these repeated checks must be entered in relevant section on next page	
Establish system and frequency of communication, note frequency of communications on next page, ensure communication system is understood and tested by standby person and those entering the space	
Establish emergency and rescue procedures (see CIMS Part E) and make sure they are understood by all persons involved in the operation	
Has the Officer of the Watch (bridge, engine room, cargo control room) been advised and confirmation received?	
Ensure safe access and adequate illumination - ensure fixed lighting, i.e., air-turbo lights are ready for extended entry periods	
Personnel involved are properly clothed and equipped	
PPE equipment to be used by persons entering the space must be prescribed. Following items to be considered: Protective clothing, including work clothing or protective suits, safety boots, safety helmet, gloves, safety glasses. For large spaces, or climbing access will be undertaken, wearing of safety harness may also be appropriate. Approved safety torches. Approved UHF radio. Personal gas monitors for each person entering the space (MANDATORY) - tested and operational Emergency Escape Breathing Devices (EEBDs)	

Other permits that might be needed to be issued simultaneously (check as appropriate):

Hot Work	Cold Work	Working Aloft or Overboard
Work in Pressure Vessels/Pipelines	Electrical Work	

NOTICE! Two Senior Officers are not permitted to get concurrently into the space.

REMEMBER HOT WORK PERMITS SHOULD BE ISSUED BEFORE WORK CAN BEGIN IN THE SPACE

TO BE CHECKED JOINTLY BY THE MASTER OR RESPONSIBLE OFFICER AND THE PERSON(S) WHO IS TO ENTER THE SPACE

	Done
Those entering the space are familiar with any breathing apparatus to be used and other emergency equipment	
The breathing apparatus (2 sets) have been tested as follows: - gauge and capacity of air supply - pressure of the air supply - low pressure audible alarm if fitted - face mask – under positive pressure and not leaking	
The means of communication has been tested and emergency signals agreed	
All personnel entering the space have been provided with rescue harnesses and, where practicable, lifelines	
Those entering the space are familiar with the personal gas monitor they are wearing and its operation has been checked	

THE RESPONSIBLE PERSON SUPERVISING ENTRY MUST NOT ENTER THE SPACE

TO BE COMPLETED BY PERSON AUTHORISED AS TEAM LEADER ENTERING THE SPACE, EACH PERSON ENTERING THE SPACE & PERSON RESPONSIBLE FOR STANDBY AT ENTRANCE

My signature below is recorded evidence that before entering the space/taking up my standby duties:

I have received instructions or permission from Master or nominated responsible Officer to enter the enclosed space

Preparation section of the permit has been satisfactorily completed by the Master or nominated responsible Officer

I am satisfied all the above preparation procedures and necessary precautions have been taken and the space is safe to enter

I am familiar with the use of breathing apparatus

I have understood and tested the system of communication and agree to reporting at intervals of _____ MINUTES

Communication system agreed-specify agreed VHF/UHF communication channel/frequency _____

Emergency and evacuation procedures have been agreed and are understood

The space must be vacated immediately in the event of ventilation failure or if atmosphere tests show a change from the agreed safe criteria.

NAME	RANK/POSITION	Signature
Person responsible for STANDBY duties at entrance		

RESPONSIBLE OFFICER'S SIGNATURE OF APPROVAL FOR ENTRY:

Name: _____ Signature: _____ Date: _____ Time: _____ hrs

MASTER'S SIGNATURE OF APPROVAL FOR ENTRY:

Name: _____ Signature: _____ Date: _____ Time: _____ hrs

NAMES OF PERSONS ENTERING THE SPACE & TIMES OF ENTRY/EXIT

(TO BE COMPLETED BY RESPONSIBLE OFFICER)

NAME	RANK	TIME OF ENTRY	TIME OF EXIT	Gas Monitor ID

RECORDS OF INITIAL AND REPEATED ATMOSPHERE TEST RESULTS

Repeated tests must take place after any interruption or break in work and at intervals not exceeding 30 minutes when space is occupied

Date	Time	Oxygen	Hydrocarbons	TOXIC GASES Specify Gases & PPM	
INITIAL TEST RESULTS					
Repeated tests					

TO BE COMPLETED BY RELIEVING RESPONSIBLE OFFICERS (if applicable)

My signature below is evidence that before taking over responsibility for this operation I was fully informed of arrangements in place and the present status of the operation and I am satisfied the operation is being conducted in a safe and efficient manner.

Name	Rank	Signature	Time On	Time Off

⚠ THIS PERMIT IS IMMEDIATELY INVALID IF:

- **Ventilation of the space stops**
- **Any conditions noted in the checklist change**
- **Personnel exit and leave the space unattended**
- **Maximum validity period (8 hours) is exceeded**

TO BE COMPLETED BY RESPONSIBLE OFFICER AT END OF OPERATION

Operation completed at:	_____ hrs	Date:	_____
All tools and materials removed from space and space secured at:		_____ hrs	
Bridge and/or Cargo Control Room and Engine Room OOWs informed at:		_____ hrs	

Responsible Officer

Name: _____ Signature: _____

CRITICAL NOTES:

1. **Default maximum validity: 8 hours**
2. **Re-inspection required if space is left unattended**
3. **Atmosphere samples must be taken from multiple levels**
4. **Ventilation must be stopped for 10 minutes before testing**
5. **Tests for specific contaminants based on previous cargo/contents**
6. **Personal gas monitors are mandatory for all personnel entering the space**
7. **Communication intervals must not exceed 30 minutes**

Reference Standards:

- IMO MSC.1/Circ.1662 - Revised recommendations for entering enclosed spaces aboard ships
- ISGOTT - International Safety Guide for Oil Tankers and Terminals
- IMDG Code - International Maritime Dangerous Goods Code